



Minutes of the Full Governing Body Meeting of Lady Margaret School

Date/time: 27<sup>th</sup> September 2023,  
6.00pm

|          |                              |                                     |                |   |
|----------|------------------------------|-------------------------------------|----------------|---|
| Present: | Prof Saeema Ahmed-Kristensen | Prof Martin Lodge                   | In attendance: | Mrs Wendy Gainham, Clerk to Governors<br>Ms Nicola Lupton, Deputy Headteacher<br>Mrs Sarah Webber, Deputy Headteacher |
|          | Mr Justin Bairamian          | Mrs Arabella MacIntyre, Chair       |                |   |
|          | Mrs Maxine Boersma           | Mrs Sarah Peart                     |                |   |
|          | Mr Will Downs                | Revd Penny Seabrook                 |                |   |
|          | Mr James Ewins               | Mr Paul Sloan                       |                |   |
|          | Ms Kate Foulds               | Mrs Louisa Smith                    |                |   |
|          | Mrs Clair Gordon             | Miss Alice Sparrow                  |                |   |
|          | Mrs Severine Gould           | Mr Andrew Thacker                   |                |   |
|          | Mr William Hunter            | Ms Elisabeth Stevenson, Headteacher |                |   |
|          | Mr Choong Kwan               |                                     |                |   |

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| <p><b>1. Apologies for absence</b></p> <p>1.1 Apologies had been received from Mrs Delrita Agyapong. Permission for absence was granted.</p>  |        |         |         |
| <p><b>2. Election of Chair of the Governing Body for 2023-2024</b></p> <p>2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 17<sup>th</sup> July 2023.</p> <p>2.2 The Clerk confirmed that the meeting was quorate and that two nominations had been received for Mrs Arabella MacIntyre.</p> <p>2.3 In the absence of any other nominations, the Clerk confirmed that Mrs Arabella MacIntyre 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 2024-2025 academic year.</p> |        |         |         |
| <p><b>3. Election of Vice Chair of the Governing Body for 2023-2024</b></p>   |        |         |         |

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

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| <p>3.1 The Clerk had requested nominations for the position of Vice Chair of the Governing Body by 17<sup>th</sup> July 2023.</p> <p>3.2 The Clerk confirmed that one nomination had been received for Mrs Severine Gould.</p> <p>3.3 In the absence of any other nominations, the Clerk confirmed Mrs Severine Gould 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 2024-2025 academic year.</p>   |        |         |         |
| <p><b>4. Election of Deputy Vice Chair of the Governing Body for 2023-2024</b></p> <p>4.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 17<sup>th</sup> July 2023.</p> <p>4.2 The Clerk confirmed that Mrs Sarah Peart had put herself forward to continue in this role for another year.</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 2023-2024 academic year.</p> |        |         |         |
| <p><b>5. Welcome and Introductions</b></p> <p>5.1 The Chair welcomed all those present and in attendance.</p>   |        |         |         |
| <p><b>6. Membership of the Governing Body</b></p> <p>6.1 An up-to-date List of Governors had been sent with the agenda.</p> <p>6.2 The Chair announced that Mr James Ewins would resign from his position as Foundation Governor with effect from 29<sup>th</sup> September 2023.</p>   |        |         |         |

Signed.....  
Chair of committee

Date.....

| Agenda Item  | Action  | By whom                 | By when                    |
|--|---|-------------------------|----------------------------|
| <p>6.3 The Chair thanked Mr Ewins for his hard work and professionalism during his service as a Governor at Lady Margaret School and all agreed that he would be greatly missed.</p> <p>6.4 The Chair was aware that at least one other Foundation governor would resign in the near future, therefore asked governors to put forward any suitable candidates.</p> <p>6.5 The Chair had received several applications through Governors for School and this week had met with two potential candidates with finance experience.</p> <p>6.6 Following this meeting, the Chair would discuss how to move this forward with the Clerk.</p>  | <p>Put forward suitable candidates for governor roles</p> <p>Discuss new governor appointments with Clerk</p> | <p>All</p> <p>Chair</p> | <p>Ongoing</p> <p>asap</p> |
| <p><b>7. Register of Governors' Interests</b></p> <p>7.1 The Clerk tabled two Related Parties Declaration Forms, one pertaining to the year ending 31<sup>st</sup> August 2023 which was required for auditing purposes, and the other pertaining to the year ahead, ending 31<sup>st</sup> August 2024. Governors were asked to complete both forms, and to declare any interests.</p> <p>7.2 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>7.3 Mr James Ewins declared that he was Chair of Governors at St Cecilia's Church of England School.</p> <p>7.4 Mrs Clair Gordon declared that she was a Trustee at Ray's Playhouse and a Governor at Holy Cross Catholic Primary School.</p> | <p>Complete and return Related Parties Declaration Forms</p>  | <p>All</p>              | <p>asap</p>                |
| <p><b>8. Governors' Code of Conduct</b></p> <p>8.1 The draft Governors' Code of Conduct for 2023-2024 had been sent with the agenda.</p> <p>8.2 This had been updated in line with the NGA's revised model policy.</p>   |   | <p>Clerk</p>            | <p>asap</p>                |

| Agenda Item  | Action   | By whom                 | By when                     |
|--|--|-------------------------|-----------------------------|
| <p>8.3      Governors adopted the Governors’ Code of Conduct 2023-2024.</p> <p>8.4      The Clerk would send out details in due course to explain how governors should confirm their compliance with the Governors’ Code of Conduct.</p>   | <p>Publish Governors’ Code of Conduct for 2023-2024</p> <p>Send out details of how governors should confirm their compliance with the Governors’ Code of Conduct</p> | <p>Clerk</p>            | <p>asap</p>                 |
| <p><b>9.      Review of Scheme of Delegation and Membership of Committees</b></p> <p>9.1      The Scheme of Delegation and Membership of Committees 2023-2024 documents had been sent with the agenda.</p> <p>9.2      Governors approved the Scheme of Delegation for 2023-2024.</p> <p>9.3      The Chair advised that committee membership and Link Governor roles would be discussed at the Away Day on 29<sup>th</sup> September 2023 therefore governors should give some thought as to how they could strategically support the school.</p> <p><i>Mr William Hunter arrived at 6.10pm</i></p> | <p>Publish Scheme of Delegation for 2023-2024</p> <p>Governors to consider how they can support the school</p>   | <p>Clerk</p> <p>all</p> | <p>asap</p> <p>29/09/23</p> |
| <p><b>10.     Draft minutes of the meeting held on 12th July 2023</b></p> <p>10.1     The draft minutes of the meeting held on 12th July 2023 had been sent with the agenda and were agreed to be an accurate record. One copy was signed by the Chair.</p> <p>10.2     The Chair reminded governors that they were now in receipt of the school’s weekly newsletter, Mentions; the Chair felt that it was important that Governors kept abreast of all school news.</p>   |  |                         |                             |

| Agenda Item  | Action  | By whom      | By when         |
|--|---|--------------|-----------------|
| <p><b>11. Matters arising not covered elsewhere on the agenda</b></p> <p>11.1 5.19 – the Chair noted that Careers would be put on the agenda of the next Curriculum Committee meeting in November.</p> <p>11.2 7.4 – The Deputy Headteacher Curriculum was now overseeing the Library and advised that the first priority was to sort through the huge number of donations already received. The school would then consider what additional stock was required.</p> <p>11.3 The school was no longer requesting ad hoc donations, however would take up an offer from a large second-hand book depot and various other organisations over the next few weeks.</p> <p>11.4 7.1 – The Chair reminded governors that attendance at all meetings was recorded. She had advised potential governor candidates to consider very carefully whether they had sufficient time to take on a governor role.</p> <p>11.5 9.27 – A Parent Governor had not yet had the opportunity to gather information regarding FBS parent donations but hoped to do so before Friday’s Away Day.</p> <p>11.6 It was noted that some of the LDBS governor training courses scheduled for this month had been cancelled. New governors had been offered an alternative course, ‘What it means to be a Governor in a Church of England school’ on 10th October 2023.</p> <p>11.7 11.18 – Governors would discuss the format of the Headteacher’s Report at the Away Day. The Headteacher reminded governors that her Summer Term report had included the School Development Plan and a review of that. The School Development Plan was also included in the Autumn Term Headteacher’s Report; a review of progress made against the priorities would be provided in the subsequent Headteacher’s Reports this year.</p> <p>11.8 11.26 – The Clerk confirmed that the NGA’s acronyms document had been uploaded onto Governorhub.</p> | <p>Put Careers on the agenda of the next Curriculum Committee Meeting</p> | <p>Clerk</p> | <p>14/11/23</p> |

| Agenda Item                                  | Action   | By whom   | By when         |
|--|--|---|-----------------|
| 11.9   | 15.7 – The Chair thanked those governors who had emailed the Chair of the Audit and Risk Management Committee with suggestions for his draft action plan for the Governance Review. Governors should email any further suggestions to the Chair of the Audit and Risk Management Committee before Friday’s Away Day.                             | Email further suggestions for draft action plan to Chair of Audit and Risk Management Committee | All<br>29/09/23 |
| 11.10  | 17.3 – the Clerk had not yet sent the diversity information on the Governing Body which had been collated last academic year to all governors but made a note to do so.  | Email diversity information to governors  | Clerk<br>asap   |
| 11.11  | 9.38 – The Clerk explained that all staff had received safeguarding training at the beginning of the new academic year therefore she had not had the opportunity to invite governors to this. She would therefore email governors as soon as possible with details of an alternative online training course that they were required to complete. | Email governors the details of the online Safeguarding training course                          | Clerk<br>asap   |
| <b>12. Report by the Headteacher</b>         |  |   |                 |
| 12.1   | The Headteacher’s Report to the Governors September 2023 had been sent with the agenda.  |   |                 |
| 12.2   | Governors noted that this contained the summer’s exam results, the School Development Plan and last week’s edition of Mentions.  |   |                 |
| 12.3   | The Headteacher then tabled an additional document which she had received this week; this was an anonymised summary of the GCSE and A Level exam results for all LDBS secondary schools.   |   |                 |
| 12.4   | The Headteacher thanked all governors who had emailed the school with positive messages during the exam results period. Their support and encouragement had been very much appreciated.  |   |                 |
| <i>Revd Penny Seabrook arrived at 6.20pm</i> |  |   |                 |
| 12.5   | In a year when national grades were lower, the school was particularly pleased with the results.   |   |                 |

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| <p>12.6 The Headteacher reminded governors that there had been some concern regarding the GCSE Maths results in 2022, in particular the 4-5 grade boundary. The Deputy Headteacher Curriculum had worked hard with the Maths department last year and the Headteacher wished to highlight that this summer the school had achieved the highest percentage for 5+ English and Maths (85%) in the Diocese. Furthermore, this was significantly higher than the national figure.</p> |        |         |         |
| <p>12.7 The Headteacher felt that this illustrated that the school was able to recognise areas in need of improvement and put in place action plans to make improvements.</p>   |        |         |         |
| <p>12.8 Referring to the first column of the second table in the additional document, which provided the cohort size, governors noted that the school was smaller in comparison to other LDBS schools, and that it had a significantly smaller number of students from disadvantaged backgrounds.</p>   |        |         |         |
| <p>12.9 The school was also one of the highest performing schools in the Diocese with regards to %4+ English and Maths with a score of 92%. The Attainment 8 score of 65.77 and the %entered for EBacc at 89.8% were also very high.</p>  |        |         |         |
| <p>12.10 Governors were then referred to the A Level results table; the school's Attainment (average grade) was B+ with only two other schools in the Diocese achieving this grade.</p>   |        |         |         |
| <p><i>Mrs Severine Gould arrived at 6.20pm</i></p>  |        |         |         |
| <p>12.11 Governors were then referred to pages 3-9 of the Headteacher's Report to Governors which contained the A level and GCSE results tables.</p>  |        |         |         |
| <p>12.12 The Deputy Headteacher Pupil Progress summarised the main points:</p> <ul style="list-style-type: none"> <li>● At A Level the school had an ALPS Red score which meant that it was in the top 25% nationally.</li> <li>● At GCSE the school had performed even better with an Alps 2 score.</li> </ul>   |        |         |         |

| Agenda Item  | Action   | By whom | By when |
|--|--|---------|---------|
| <ul style="list-style-type: none"> <li>Furthermore, disadvantaged and non-disadvantaged groups had equally good achievement, bucking the national trend.</li> </ul>  |  |         |         |
| 12.13 Governors acknowledged that this was a significant achievement, particularly as closing the gap had been an issue for several years.   |  |         |         |
| 12.14 Governors were reminded that last year the school had experienced staffing issues in Social Sciences and had bought in support from a tutoring company at a high cost, however this had proven to be effective.  |  |         |         |
| 12.15 The school was very aware that the Music A Level results were not where they should be. The Deputy Headteacher Curriculum had therefore worked together with the new Director of Music on a plan for this year and the school hoped to see some improvement in this subject. |  |         |         |
| 12.16 The Headteacher was of the view that the school had a good track record of identifying problems and putting support in place. She reminded governors that this approach had worked for the Sixth Form in 2019 and last year for the Maths department.                        |  |         |         |
| 12.17 The Headteacher recognised that it was one challenge to achieve good results, but another to maintain that level of performance.   |  |         |         |
| 12.18 A staff governor wished to point out that since the summer exam results had been published, 21 grades had gone up following re-marks. The school awaited a further 16 remarks.   |  |         |         |
| 12.19 The staff governor suggested re-publishing this information to governors once all the re-marks had been completed.   | Re-publish exam results to governors following all re-marks. | HT      |         |
| 12.20 Governors noted that the deadline for re-marks was 28th September 2023 and that most re-marks were for English and Maths GCSE.   |  |         |         |

Signed.....  
Chair of committee

Date.....



| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| 12.21 Governors agreed that the results were really impressive across the board which was a great strength as it meant that students could choose from a wide range of high performing subjects.  |        |         |         |
| 12.22 A governor asked whether there were any other areas of concern that the school had identified and, if so, were there any issues in terms of resourcing the delivery of a robust plan?   |        |         |         |
| 12.23 The Headteacher reported that the school had also looked at Art due to the grade boundaries not being as expected. The member of the Senior Leadership Team with responsibility for Art was currently working with the Head of Art on a plan for the department.  |        |         |         |
| 12.24 Given the expertise within the Senior Leadership Team and the school as a whole, the Headteacher felt that the school was well placed to support any necessary development.   |        |         |         |
| 12.25 Governors noted, however that the school had not been in a position to predict the absence of staff in Social Sciences last year and this had been problematic.   |        |         |         |
| 12.26 The Chair of the Audit and Risk Management Committee advised that the committee had identified those subjects which were a risk due to having fewer subject specialist staff.   |        |         |         |
| 12.27 A governor asked what the school felt were the key things that had made a difference this year in terms of the exam results.  |        |         |         |
| 12.28 The Deputy Headteacher Curriculum was of the view that the school had a very strong team of Heads of Department who were extremely reflective when looking at previous results and carrying out detailed gap analyses in order to ascertain what needed to be adjusted in terms of delivering the curriculum. |        |         |         |
| 12.29 The Deputy Headteacher Curriculum wished to express her thanks to the Head of Mathematics and her team for all their hard work and results.   |        |         |         |

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| 12.30 In summary the Headteacher advised that the school was delighted and proud of the results but was certainly not complacent.   |        |         |         |
| 12.31 A governor wished to congratulate the school on its achievements this summer and suggested that the school considered a communication piece in order to capitalise on these results in terms of Sixth Form numbers next year.   |        |         |         |
| 12.32 The Headteacher confirmed that this message had been communicated at the Welcome Evenings this month. In addition, the Acting Head of Year 12 was working on a recruitment plan which would include communications to parents about the exam results.   |        |         |         |
| 12.33 The Headteacher was confident that students were aware of the school's excellent results and believed that those students who had decided not to stay on at Sixth Form had left for reasons other than teaching and learning.   |        |         |         |
| 12.34 A governor suggested that as the UCAS point scoring system now took PP into account, some students from the private sector would move to the state system to increase their chances of getting into Oxford or Cambridge and the school may therefore wish to consider capitalising on this.                 |        |         |         |
| 12.35 A governor asked how the school's results compared with other schools in the borough? The Headteacher advised that the borough had not yet released any comparison figures therefore this information would need to be obtained from individual school websites.  |        |         |         |
| 12.36 A governor asked why the target on the School Development Plan for 9-5 English and Maths was 81%, compared with the summer's result of 85%? The Headteacher explained that this lower target reflected the current cohort.  |        |         |         |
| 12.37 A governor wished to point out that it was really impressive to see staff on hand on results day from 8am in order to support students. The Headteacher advised that all the preparation for results day was completed the day before so that staff were then free to focus on the students on results day. |        |         |         |

| Agenda Item  | Action | By whom | By when |
|--|--------|---------|---------|
| 12.38 The Headteacher referred governors to the School Development Plan on pages 10-23 of her report. This was the final version for the current year as discussed with the Senior Leadership and Middle Leadership Teams.   |        |         |         |
| 12.39 The Headteacher would update governors in December regarding work completed against the priorities, which were in line with the school vision and motto. She suggested that changes to the SDP could be made at that point if necessary.   |        |         |         |
| 12.40 It was noted that Heads of Department would also set their departmental priorities in line with the areas of focus for the academic year. This provided a coherent direction and sense of purpose across the whole staff team.   |        |         |         |
| 12.41 Referring to last week's edition of Mentions on page 24 onwards of her report, the Headteacher reported that a Drop Down Day had taken place last Thursday when students had taken part in a range of enrichment activities, including Jack Petchey workshops for Years 9 and 10 and careers workshops for Years 11 – 13.  |        |         |         |
| 12.42 The Headteacher thanked those governors who had come into school to give careers talks to Year 11 students. There had been a great deal of positive feedback from students.  |        |         |         |
| 12.43 Welcome events for parents of all year groups had now taken place.   |        |         |         |
| 12.44 Governors noted that there were many challenges ahead, for example financial pressures.  |        |         |         |
| 12.45 Referring to Focus 3 of the School Development Plan and specifically the Evidence of impact section on page 13 of the Headteacher's Report, a governor asked what 'Malpractice and maladministration in internal assessments reduced or eliminated' referred to? The Headteacher advised that this meant ensuring that the NEA components of exams were marked properly at school and that the school did not receive any queries. |        |         |         |
| <b>13. Report by the Chair</b>   |        |         |         |
| 13.1 The Chair did not have anything further to report.  |        |         |         |

Signed.....  
Chair of committee

Date.....

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| <p><b>14. Communications</b></p> <p>14.1 Refer to item 4 of the confidential section.</p>   |        |         |         |
| <p><b>15. Audit and Risk Management</b></p> <p>15.1 The draft minutes of the meeting of the Audit and Risk Management Committee held on 19th September 2023 had been sent with the agenda..</p> <p>15.2 The Chair of the Audit and Risk Management Committee reported that a great deal of work on Cyber Security had been carried out by the school over the past year. This had involved scrutinising the integrity of the IT systems and putting provision in place to mitigate against system outages or unavailability of IT support.</p> <p>15.3 The committee had considered a proportionate and strategic plan which would enable the school to recreate as much of the system as possible in a crisis situation.</p> <p>15.4 The Chair of the Audit and Risk Management Committee acknowledged the extent of the work which had been completed so far and that this was now almost completed.</p> <p>15.5 The Committee now felt much more confident about the school’s position and referred Governors to item 2 of the draft minutes for further details.</p> <p>15.6 The Chair of the Audit and Risk Management Committee advised that last year’s second area of scrutiny, governance, was still ongoing and would be covered during the second part of the Away Day.</p> <p>15.7 The first part of the Away Day would concern the School’s vision and the Governance Review would consider how the Governing Body could operate effectively to deliver that.</p> <p>15.8 The committee had identified health and safety as one of this year’s areas for scrutiny. The second area was still under consideration, although sustainability and staff wellbeing were possible options.</p> |        |         |         |

Signed.....  
Chair of committee

Date.....

| Agenda Item  | Action  | By whom               | By when                         |
|--|---|-----------------------|---------------------------------|
| <p>15.9 A governor suggested Sixth Form recruitment given that one of the main challenges ahead for the school was financial and that funding was heavily dependent upon Sixth Form numbers.</p> <p>15.10 Another governor proposed EDI as a possible area for scrutiny.</p> <p>15.11 Following further discussion, it was agreed that this should be considered in more detail in conjunction with the school's vision at the Away Day.</p> <p>15.12 Governors were asked to email the Chair of the Audit and Risk Management Committee by 28th September 2023 if they wished to make any further recommendations for the second area of scrutiny.</p> <p>15.13 The Chair thanked the Chair of the Audit and Risk Management Committee for all his work and felt that his contributions would be greatly missed by the committee.</p> | <p>Consider second area for scrutiny in conjunction with the school's vision at the Away Day</p> <p>Email Chair of Audit and Risk Management Committee with any further recommendations for the second area of scrutiny</p> | <p>All</p> <p>All</p> | <p>29/09/23</p> <p>28/09/23</p> |
| <p><b>16. Governance Review/Away Day</b></p> <p>16.1 The External Review of Governance Report and Draft LMS Governance Review Action Plan had been sent with the agenda.</p> <p>16.2 The Chair asked all governors to read these documents prior to the Away Day which would take place on 29<sup>th</sup> September 2023.</p> <p>16.3 The Chair of the Audit and Risk Management Committee also referred governors to the Away Day folder on Governorhub which contained a worked example of a School Action Plan.</p>  | <p>Read External Review of Governance Report and draft action plan</p>  | <p>All</p>            | <p>29/09/23</p>                 |
| <p><b>17. Reports from Committees and Working Parties</b></p> <p>17.1 <b>Admissions Committee</b> – refer to confidential section</p>  |   |                       |                                 |

| Agenda Item   | Action | By whom | By when |
|---|--------|---------|---------|
| <p>17.2 <b>Finance and Resources Committee</b> – The Chair of the Finance and Resources Committee advised that he had nothing further to report since the last Full Governing Body meeting in July 2023. The next meeting of this committee would take place on 5th December 2023.</p>  |        |         |         |
| <p><b>18. Link Governor Visits</b></p> <p>18.1 The Link Governor for English reported on a very positive visit on 22nd September 2023.</p> <p>18.2 This was her second visit to the department and she felt that the team was very motivated following the excellent GCSE results.</p> <p>18.3 There had been a slight under performance at A level English Literature with fewer A* grades than expected.</p> <p>18.4 7 students had gone on to study English at university out of a cohort of 36.</p> <p>18.5 This year’s cohort was smaller (27 students studying English Literature) as more students had opted for STEM subjects.</p> <p>18.6 Destinations included Cambridge, Royal Holloway, Liverpool, Manchester and Bristol.</p> <p>18.7 A discussion around the challenges facing the department had taken place. The team felt well-prepared for an Ofsted inspection in terms of how staff would be supported and how the day would run, which was reassuring.</p> <p>18.8 There had been some concerns about students not reading enough over the summer and how the department could communicate the importance of this to parents.</p> <p>18.9 The Chair thanked the Link Governor for English for her report and reminded other governors with link roles that they were very welcome to arrange visits to the school.</p> |        |         |         |
| <p><b>19. Governor Training &amp; Development</b></p> <p>19.1 As reported earlier, two LDBS courses had been cancelled this week.</p>   |        |         |         |

Signed.....  
Chair of committee

Date.....

| Agenda Item   | Action   | By whom                 | By when                         |
|---|--|-------------------------|---------------------------------|
| <p><b>20. Dates of Forthcoming Meetings</b></p> <p>20.1 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, 13th December 2023 at 6.00pm.</p>   |  |                         |                                 |
| <p><b>21. Any Other Business</b></p> <p>21.1 Governors were reminded about the arrangements for the Away Day. The Clerk would send out an email to confirm the final arrangements.</p> <p>21.2 A governor suggested that a visit schedule was put in place for link governors in line with the school's priorities.</p> <p>21.3 The Chair advised that this would be discussed at the Away Day and agreed that it was important that Link Governor visits were arranged strategically.</p> <p>21.4 Mrs Clair Gordon offered to take on the role of Link Governor for Pupil Premium and SEND.</p> <p>21.5 Furthermore, having looked at the Equality Act 2010 in conjunction with the school's SEN Policy, she suggested that governors may wish to review this area to ensure that the school was fully compliant with the Equality Act 2010.</p> | <p>Confirm arrangements for Away Day</p> <p>Discuss link governor visit schedule at Away Day</p> | <p>Clerk</p> <p>All</p> | <p>28/09/23</p> <p>29/09/23</p> |

*The meeting closed at 8.05 pm*

Signed.....  
Chair of committee

Date.....