

Agenda Item	Action	By whom	By when
Minutes of the Full Governing Body Meeting of Lady Margaret School		Date/time: 10 <sup>th</sup> July 2024, 6.00pm	
Membership:	<p><b>Chair of Governors:</b> Mrs Arabella MacIntyre (Chair of Governors, Link Governor SEND and Pupil Premium)</p> <p><b>Vice Chair of Governors:</b> Mrs Severine Gould (Vice Chair of Governors, Chair of Staffing and General Purposes Committee, Link Governor Huminites)</p> <p>Ms Delrita Agyapong (Link Governor Safeguarding and Health and Safety) Prof. Saeema Ahmed Kristensen (Link Governor Science) Ms Maxine Boersma (Link Governor English) Mr Will Downs (Chair of Admissions Committee, Link Governor Drama) Ms Kate Foulds (Chair of Curriculum Committee, Staff Governor) Mrs Clair Gordon (Link Governor PE, and Sustainability, Parent Governor) Mr Manav Gupta (Link Governor Maths) Ms Claudine Horgan (Link Governor MFL) Mr Choong Kwan (Chair of Audit and Risk Committee) Mr Martin Lodge (Link Governor Social Sciences) Mr Paul Sloan (Link Governor Sixth Form, Senior Order, School Council, Careers) Mrs Louisa Smith (Staff Governor) Ms Alice Sparrow (Staff Governor) Ms Elisabeth Stevenson (Headteacher) Mr Andrew Thacker (Link Governor Music, Parent Governor) Revd Helena Whittaker Ms Zena Zenonos</p>	In attendance:	<p>Miss Suzy Lewis-Logie, Clerk to Governors</p> <p>Mrs Nicola Lupton (Deputy Headteacher - Curriculum)</p> <p>Mrs Sarah Webber (Deputy Headteacher – Pupil Progress)</p>
Rev Helena Whittaker opens with a prayer			
Agenda Item	Action	By whom	By when
<p><b>1. Welcome and apologies for absence</b></p> <p>1.1 Mrs Severine Gould led the meeting (<i>Vice Chair of Governing Body, hereafter referred to as the Chair</i>). Apologies were sent in advance from Arabella MacIntyre, Maxine Boersma, and Choong Kwan. The Chair accepted the apologies.</p>			

Agenda Item	Action	By whom	By when
<p>1.2 Apologies were not sent from Delrita Agyapong and Zena Zenonos.</p> <p>1.3 The Chair recommended that over the summer the Governors read all the papers uploaded to GovHub including committee minutes to familiarise themselves with what was happening in all meetings in advance of the Away Day in September. The Chair highlighted Finance specifically as items that would be discussed in September.</p>			
<p><b>2. Membership of the Governing Body</b></p> <p>2.1 The Committee Membership document, and Meeting calendar 2024-2025 had been sent with the Agenda.</p> <p>2.2 The Chair explained this was a time for reflection if any governor would like to change their committees in advance of the Autumn, or to be discussed at the next FGB.</p> <p>2.3 The Clerk explained that Tom Nelson the new parent Governor had been assigned to S&amp;GP and Audit and Risk Committees in the first instance as they covered the workings of the school through policies in S&amp;GP and through reports from all the Committee Chairs in the Audit and Risk meetings. The Clerk also assigned Tom to possibly be the new RS Link Governor but this is up for discussion.</p> <p>2.4 The Chair, the meeting calendar has also been issued and Suzy is using google/outlook to send you all invitations to your diaries to help with planning.</p>			
<p><b>3. Full Governing Body Draft Minutes and Matters Arising not on the Agenda</b></p> <p>3.1 Full Governing Body Draft minutes of the meeting held on 27<sup>th</sup> March 2024. The Chair mentioned that the minutes should have been read in advance by Governors and asked if they had any points to raise. None Raised.</p> <p>3.2 The Clerk confirmed that changes had been made to GovHub that meant only the relevant committee members received emails alerting them to the papers uploaded for their next meeting rather than all Governors receiving emails for all Committees. The Clerk recommended it was good practice to read documents across all committees.</p> <p>3.3 LJS has an action to create a training proforma that has been pushed back to the</p>			

Agenda Item	Action	By whom	By when
<p>September Away Day as training will be a part of the agenda then.</p> <p>3.4 Everyone agreed the minutes were and accurate reflection, and the Chair signed and approved the minutes.</p>			
<p><b>4. Governors Away Day 27<sup>th</sup> September 2024</b></p> <p>4.1 The draft agenda for September 27<sup>th</sup>, and the Governor Feedback Form had been sent with the FGB agenda for discussion.</p> <p>4.2 The Chair asked EHS to give plans for the morning of the School Birthday taking place prior to the start of the Away Day.</p> <p>4.3 EHS, we have a service at St Dionis to give thanks for our school community, then we have quizzes and games in the Hall and races in playground. Students are dismissed at midday, and staff use the time in the afternoon for performance management meetings and target setting.</p> <p>4.4 The Chair, does anyone have any thoughts on the Agenda? Otherwise I can only recommend again that you read the minutes over the summer.</p> <p>4.5 The Chair, the Governor appraisal form was also sent, please complete it as soon as possible for Suzy to collate the findings and use them at the Away Day.</p>			
<p><b>5. Finance Update, Chair of Finance and Resource Committee MG</b></p> <p>5.1 <i>Clerk, redacted Financial update to the confidential minutes.</i></p> <p>5.2 Chair, the Budget has been approved.</p>			
<p><b>6. Report by the Headteacher - EHS</b></p> <p>6.1 The first thing I want to say is thank you to all of you for all your hard work this year. I am so grateful for your commitment to our school. Having such a group as this as governors of LMS makes a tremendous amount of difference, because you know and love our school through the good things and the challenges. I would like to thank all of you who have visited school and have taken time to get to know departments and staff this year, those of you who have been involved in scrutinies, those of you who are on all the committees. When I come to governors' meetings I know you understand</p>			

Agenda Item	Action	By whom	By when
<p>the school properly and that it makes it easier to say this is what's going well and this is what we are going to try next. It is a privilege to work with you and I, and the school, are very grateful.</p>			
<p>6.2 It seems like a long time since the Away Day last September, and although the OFSTED and SIAMS reports were released over six months ago, we are not complacent, we keep going with the work that we celebrated in those reports. We are proud of the education we are giving our students and their Goodly Heritage.</p>			
<p>6.3 NJL has highlighted the work of the Creativity Collaborative, that is the partnership we have been involved in with St Marylebone School that has been very successful and has been a key way of developing creativity as a way of working in our classrooms across different subjects. We had a joint staff training session, and they were impressed with the R&amp;D groups that our staff are part of. Working across curriculum, reflecting on different areas of teaching and learning, and sharing ideas and resources. This indicates the strength of our staff team and how they enjoy working together.</p>			
<p>6.4 This term the preparation for public exams, thank you to LJS for training our new Exams Officer. Both the GCSE and A Level student's looked calm and ready to enter their exams.</p>			
<p>6.5 <i>Clerk redacted student specific details to confidential minutes.</i></p>			
<p>6.6 Year 10 are now sitting their exams, and are happy with how those are going.</p>			
<p>6.7 We had round 3 lesson observations, again where people sign up to go and watch each other teach. That is linked to the CPD we did from the R&amp;D groups – people can choose what they want to see from each other and learn and collaborate on best practice.</p>			
<p>6.8 We had a wonderful Activities Week, the students had a lovely time, and I am so pleased we are able to run it.</p>			
<p>6.9 I have been working with the SLT and MLT to build a School Development Plan for the next 3 years leading up to our 110<sup>th</sup> Birthday. We have based it on the 5 C's, work started by Andrew thank you, and the plan is more streamlined. I have shared a draft report form here, and the final plan will be presented at the Away Day.</p>			

Agenda Item	Action	By whom	By when
<p>6.10 Chair, I would like to say a thanks to you and all the staff for their hard work this year.</p> <p>6.11 PS, and thanks for the additional responsibilities that the staff will be taking on this year.</p> <p>6.12 Chair, CPD and all those good things, how do staff make time and space to continue on their professional journeys? EHS, building into the CPD programme next year we have scheduled in more departmental time to work in their departments and share good practice.</p> <p>6.13 PS, one of the other things we should consider, is what is the impact of the decisions we are making to save money, because we will not remain Outstanding if we do not think about what result this decision will have – on things like staff and curriculum.</p> <p>6.14 Chair, that is absolutely right – what is the impact, and are we prepared to bear the consequences – we can look into this on the Away Day.</p>			
<p><b>7. Reports from the Committee Chairs – This term</b></p> <p>7.1 Chair, Choong is not here so nothing to be raised from Audit and Risk minutes until our next meeting.</p> <p>7.2 Clerk, a brief update from me on the Audit and Risk meeting. We did a lot of work on the Risk Register moving priorities up and down. I would definitely advise reading these minutes as there is a lot of information in them. We confirmed the scrutiny schedule for the next academic year.</p> <p>7.3 <b>Chair of Curriculum KF:</b> we have discussed the plan for Music throughout the year’s meetings, and we felt, particularly at the end of the last committee, a lot more confident that students are predicted to make good progress.</p> <p>7.4 I want to say a big thank you to Paul for putting together the Link Governor Toolkit, we liked it and approved it in the meeting. As a Head of Department myself, I can see how useful it will be for the staff pre-visit and during, sparking some engaging conversations between staff and governors.</p> <p>7.5 With ‘Book Look’ books over the last year there has been a lot less variation in different approaches to marking, a lot more consistency and a lot more engagement</p>			

Agenda Item	Action	By whom	By when
<p>from the students in terms of responding to feedback. I think that is having a positive impact on progress.</p> <p>7.6 I brought up the challenge and risk of Access Arrangements in Audit and Risk Committee as they become broader and more detailed and the students get into Y10 and Y11 for us to meet their needs. The challenge of funding for SEN, the communication from the borough, that SEN funding is much less, less applications are being approved. By doing this focus on SEN needs in the CPD that allows teachers to adapt their teaching for the needs of the pupils and have it more student needs driven.</p> <p>7.7 In terms of the data we used for the targets, the current y9 and y10 didn't sit their Y6 SAT's so we have to use their cognitive ability tests to show their predicted grades, those targets are really robust it still places us in the top 20% of schools.</p> <p>7.8 I want to thank Reverend Helena for the Collective Worship programme it really supports the work we are doing here in the school.</p> <p>7.9 Clerk, Clair as Vice-Chair of S&amp;GP did a very good summation of the S&amp;GP minutes in the Audit and Risk committee meeting.</p> <p>7.10 <i>Clerk redacted the update from the S&amp;GP Chair to confidential minutes.</i></p>			
<p><b>8. Any Other Urgent Business</b></p> <p>8.1 Chair, training needs to be made a priority – Suzy will be covering this on the Away Day.</p> <p>8.2 Chair, Link Governor visits are very important, especially writing the reports. Saeema if you are happy to cover your science report?</p> <p>8.3 SAK, I visited the Science department, specifically Ms Premkumar. I observed some experiments and spoke with the students. We went through three of the five themes in Paul's guidance; curriculum content and how they build up progression, this is one of the strengths of the school. The topics are repeated between Y8 and Y9, but the practical's and work schemes are clearly different.</p> <p>8.4 We spoke about assessment and getting the students used to exam conditions and environments and how students are supported in self-assessments and they're taking their responsibility in that. We also covered staff induction and teaching style.</p>			

Agenda Item	Action	By whom	By when
8.5 <i>Clerk redacted financial information to confidential minutes</i>			
8.6 Chair, Paul would you like talk about your Sixth Form Report.			
8.7 PS, I spoke with Year 12s about the open and induction days – the new students in the school – they were very positive and spoke about the large impact those days had had on them. Key words were community kindness and friendship.			
8.8 With History of Art and Politics I was very interested in the transition between Year 11 and starting these new subjects in Year 12 with no experience of them. The induction and the way they are introduced to the subject is very well worked out and there are frameworks they are working to and confident in using.			
8.9 Chair, thank you Paul for your very thorough reports.			
8.10 Confidential items agreed.			
8.11 Chair, thank you very much for all the hard work you have put in this year, Arabella and I are very grateful. This has been a thoroughly enjoyable year despite the challenges and we look forward to next year.			
8.12 The Chair closed the meeting			

Meeting finished at 19.30pm