

Agenda Item	Action	By whom	By when
<p>Minutes of the Full Governing Body Meeting of Lady Margaret School</p>		Date/time: 27 th March 2024, 6.00pm	
<p>Membership:</p> <p>Chair of Governors: Mrs Arabella MacIntyre (Chair of Governors, Link Governor SEND and Pupil Premium)</p> <p>Vice Chair of Governors: 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) Rev Penny Seabrook (Link Governor Religious Studies) 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:	Miss Suzy Lewis-Logie, Clerk to Governors Mrs Nicola Lupton (Deputy Headteacher - Curriculum) Mrs Sarah Webber (Deputy Headteacher – Pupil Progress)	
Rev Helena Whittaker opens with a prayer			
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<p>1. EHS, Welcome to the new Head girls Miss Natalie Hockey (absent), and Miss Foxy Rellie and thank you to the outgoing Head Girls, Miss Skye Mitchell, Miss Nefertari Williams.</p> <p>1.1 Miss Skye Mitchell, our key achievement was helping to create a fully functioning library, and we have learnt a lot about organisation and working together as a team.</p>			

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<p>1.2 Miss Nefertari, we have run lots of house events, things like sports day and the Christmas panto. We have also learnt about the running of the school like helping with parents evening and assemblies.</p> <p>1.3 Miss Foxy Rellie, we would like to continue the good work with the library and are looking forward to doing some things with current affairs and more house meetings. We have come up with some ideas for fundraising with the prefects.</p> <p>1.4 The Chair thanked the girls for attending and expressed how important it was that the Governors knew what the girls were achieving in their tenure.</p>			
<p>2. Welcome and apologies for absence</p> <p>2.1 The Chair introduced and welcomed Revd Helena Whittaker to the Governing Body. Apologies were sent in advance from Choong Kwan, Delrita Agyapong, and Severine Gould. The Chair accepted the apologies.</p>			
<p>3. Full Governing Body Draft Minutes and Matters Arising not on the Agenda</p> <p>3.1 Full Governing Body Draft minutes of the meeting held on 13th December 2023. 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 Chair mentioned social media as a topic that was being discussed in Audit and Risk Committee and would speak to Choong as Chair of Committee and report back at the next meeting.</p> <p>3.3 Matters arising not covered elsewhere on the agenda. None</p>	Report back to the FGB with regards to social media risk.	Chair FGB, Chair Audit and Risk	Next FGB
<p>4. Communications and the Governing Body</p> <p>4.1 Chair, it has been fed back to me that there have been some teething issues with regards to pre-reading documents uploaded to GovHub, however, due to confidentiality we are unable to send documents by email anymore – this was very much a strong recommendation from our audit.</p> <p>4.2 Chair, we have established a separate Chairs Committee and we will meet once a term to discuss the upcoming terms meetings. Your Chairs will be in contact with you by</p>			

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<p>email to remind you to access the reading in advance of the meeting and to raise any items you would like added to the Agenda. We have done this to make our committee meetings more efficient, less minutes more strategic thinking.</p> <p>4.3 AT, there is a GovHub App which could make it easier to access the materials to pre-read.</p> <p>4.4 SK, can we set up sub groups on GovHub to not receive all the emails? I get an email about a committee I'm not on.</p> <p>4.5 Chair, I do think its important that we all know which meetings are going on, and have access to the papers for information across all committees.</p> <p>4.6 SK is there any confidentiality across the groups? Chair, the audit made it clear we all need to have access.</p> <p>4.7 SK is there a way to change the message that we get by email? It just says "look at this" and its for a meeting I'm not attending.</p> <p>4.8 Chair, if anybody would like to be a Chair, do speak up as we must think about succession planning. Also, you can change committees if you would like to get</p> <p>4.9 Chair, LJS is taking on training for the governors so if you book a course or go on a course LJS is going to create a proforma for you to feedback on the course and if you would like to recommend it to other Governors to attend as we need to look at up-skilling as much as possible.</p>	<p>Clerk to look at the automatic messaging from GovHub to see if it can be more specific as to what has been uploaded</p> <p>Create a proforma for training courses</p>	<p>Clerk</p> <p>LJS</p>	<p>Next FGB</p> <p>September FGB</p>
<p>5. Report by the Headteacher - EHS</p> <p>5.1 Thank you to the Link Governors for their visits this term. And thank you to Claudine for helping to select our Senior Order.</p> <p>5.2 The report is not as long as normal due to the information being in all the Committee minutes the were sent with the Agenda.</p> <p>5.3 Suzy uploaded to GovHub you should have an evaluation of the SDP, a summary of suspensions and attendance across the school this term. You also have <i>Mentions</i> sent weekly, I feel that really does give an insight into the joyful aspects of life at LMS.</p>			

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5.4 I am going to give my reflections on this term and our plans for September 2024:			
5.5 The autumn term of any year is the only term when we can exist in that term. From January the focus turns sharply to exams and the following September in terms of planning, staffing and recruitment and preparing the girls for exams over the next 6 months.			
5.6 Our focus this term has been on Year 11 and Year 13 exams. Nic Lupton shared in our Curriculum Committee our Book Look report and round 2 lesson observations that took place in January and February where we have our good practice observations across the school. Therefore, a lot of our work this term has been on making sure the girls have everything they need to revise for exams.			
5.7 The aftermath of Ofsted has been something to manage. When we met in December, we had not had our OFSTED report – we got this at the start of this term. Our report did speak of so many of the things we are so proud of here at LMS. We were so intensely focused on Ofsted and SIAMS for months, we have continued to feel the impact into this term.			
5.8 Alice Sparrow gave a report on SEN to the Curriculum Committee and we had a CDP SEN session last week which was very well received and this focus will continue into next year.			
5.9 We had a staff training day on 8 th March which focused on giving staff time to do the assessments needed for the non-examined assessment subjects. Our Middle Leaders would report back that they need time.			
5.10 Charlotte Walton gave an update in both Curriculum and Admissions Committees. We have also developed setting up extra-curricular programme for sixth form with Fulham Boys School (FBS). This will comprise Music and Drama, debating and extended reading group. I have been in contact with the Head at FBS, in the Summer Term we will connect the various teachers from both schools, and in September we can talk to the Year 11's about this when they come for Sixth Form induction.			
5.11 Staffing and recruitment <i>[Clerk moved to confidential minutes]</i>			
5.12 In January, Andrew met with me and Arabella and then came to talk to SLT about our			

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<p>vision and how we communicate that beyond LMS. This was incredibly helpful and I think will guide us in much of our work in the summer term. Andrew has tweaked our school vision statement in ways that add to it and make it accessible for those beyond our school. This is going to help us to plan for next year. So, we are guided by wanting to build confidence, curiosity, creativity, compassion, community</p> <p>5.13 As a senior team, we will build on this in the new term and for the next three years. By 2027 what do we want LMS to look like. We will be 10 years on from our Centenary, our SLT and MLT meetings in the summer term will be a mix of operational – focusing on the many events of the summer, and planning for September 2024 and beyond.</p> <p>5.14 Chair opens floor to questions – none asked. The Chair thanks EHS for her report.</p>			
<p>6. Link Governor Visits - discussion</p> <p>6.1 New Link Governor Toolkit was sent with the Agenda prior to the meeting</p> <p>6.2 Chair explains what a link visit is, and hands over to PS.</p> <p>6.3 PS, this stems from a Chair request to look at the form for the visits to create a toolkit. This is for us to have a guideline to help us be more effective and empower us to support and challenge. The toolkit will provide you with an agenda and helps to prepare the teaches as to a theme, a focus, and questions we want to answer. This can be given to the teachers in advance once it has been edited by the governor.</p> <p>6.4 OFSTED was pleased with our link visits as a way for us to know the school. Through a toolkit that may be a means of achieving this. It goes both ways it can be useful for staff especially new teachers to school or ECTs.</p> <p>6.5 We can evaluate it in the summer of 2025, any feedback prior to that is welcome.</p> <p>6.6 MB it will bring some clarity so that each visit can be the same format across different departments.</p> <p>6.7 Chair, I think this is brilliant thank you Paul. The buddy system amongst governors is also proving helpful, an established governor with a new governor.</p> <p>6.8 ML, how is social sciences sectioned out – what is the link between the governor and</p>			

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<p>the subjects? Can we be strategic into areas that are being taught here using our experience?</p>			
<p>6.9 PS, you may receive that from another Governors feedback. I would hope if you're formulating an agenda for example for SEND – as part of the toolkit there would be questions relating to pupil premium students and SEND students within that subject, the governor could develop their visit into the main theme.</p>			
<p>6.10 PS, Curriculum areas are contributing to the careers programme – as the careers governor I can see how they incorporate into it.</p>			
<p>6.11 ML, what happens to the questions you raise after a visit? Chair they will be raised in either the Curriculum committee or in AOB in in the FGB raised by the Chair of Curriculum.</p>			
<p>6.12 PS, there is a Code of Conduct for Governors for a visit – if you have got a serious concern then it is important to raise it with the Chair of Governors or the Headteacher.</p>			
<p>6.13 ML, I wanted to make sure what happened to queries after a visit, so it will be raised in the Curriculum Committee.</p>			
<p>6.14 SK, sometimes being an expert in the area, we need to separate our expertise from LMS. In the code of conduct it is to request all the documents written on the topic. My first visit was seen as formal, the toolkit needs to say what the visit is – are we having a conversation with staff, visiting facilities, is it watching lessons? Perhaps from the previous reports we could give themes that would be useful.</p>			
<p>6.15 PS, I can understand, being a link governor for the Sixth Form, it's quite broad, I ended up speaking to 3 heads of department. This time I'm going in to look at the student experience. I don't think a departmental visit precludes you from doing that.</p>			
<p>6.16 MB, do we ever have feedback from teachers themselves on what they find useful from the visits? EHS, yes, we do, and also as Paul says once the relationship has been established with the department the feedback will flow naturally between yourself and the teachers you are visiting.</p>			
<p>6.17 Chair, this is all work in progress and we can look into this later in the year. Any</p>			

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feedback is welcome. PS, do email me.			
<p>7. Key points raised from this Terms Committee Meetings</p> <p>7.1 Chair, Choong is not here so nothing to be raised from Audit and Risk until next meeting. Severine is not here for S&GP.</p> <p>7.2 Chair of Admissions – WD, it’s all in the minutes – it is good that we have a full year 7. 682 applications for 120 places. Especially in the context of falling birth rates.</p> <p>7.3 The distances on the open places are 0.1 miles, where for Foundation it went up to 7 miles.</p> <p>7.4 PSE, how many offered for Sixth form? WD, 188 this year – up from 160 last year – which is very good. We are hoping for a higher conversion rate.</p> <p>7.5 EHS, we are hoping to make it to 100 students in the sixth form. WD there has been a huge amount of work done.</p> <p>7.6 PES, regarding EHCP’s what happens if we are not able to hire the help in for the cases we have to take on from the borough. EHS, we would contact the borough that we need contingency funding. EHS where we are directed to take a child then we take them, but it is a serious concern.</p> <p>7.7 Chair of Curriculum – KF, I wanted to mention we had some fantastic feedback on the link governor visits and the performance at St Pauls.</p> <p>7.8 Chair of Finance– AM, the situation is not looking any better. What we have definitely decided on a committee level – we need to engage with the parents so we can bring them on strategically wise. The subjects, the class sizes. These are the things we need to engage in.</p> <p>7.9 Chair, this came from our Away Day and our vision. Andrew is going to present.</p>			
<p>8. LDMS Brand and Marketing AT</p> <p>8.1 The presentation was sent with the Agenda.</p> <p>8.2 This presentation is based on our Christian ethos. The bigger picture is of consensus, to get a party line so when we are speaking across the board we are all speaking from</p>			

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the same space.			
8.3 We are building a platform and a toolkit, based on the idea of constant renewal not a one-off investment.			
8.4 How do we see ourselves – within the community, and how they see us? What is our USP?			
8.5 Chair, one of the things does run through it is the first 4 C's -it is a competitive edge – for me as a parent that it what made the school special.			
8.6 MB, it would be good to put independent/independence in amongst the behaviours.			
8.7 AT, I would welcome feedback, we have asked for it from the SLT, and together we can create a working document.			
8.8 MB, small untapped communities of work experience businesses where the students go, they could potentially become sponsors?			
8.9 EHS, at SLT we had a very good conversation about connection and community this presentation will start to guide us.			
8.10 PES, thank you and well done Andrew. But I don't think this is the solution to our finances. What you're moving to is state and parental funding. We need to be looking at third party funding. Parents are paying for the frills but we should not lose sight that fundamentally we are a state school. Doing this will not plug a big gap only a small gap.			
8.11 Chair, we are not getting any more funding from government.			
8.12 CG, it's not just us in this situation its every school in the country, but in our LBHF borough. We don't have a choice, we can lobby and not get anything.			
8.13 SK, I agree with both points. Rose Fund alone is not the answer. Looking at the Finance report does this factor in the extra money we will get from the Sixth Form. Chair, if we get the funding for sixth form, it is lagged and we won't get it for another year.			
8.14 Chair, teacher wages will rise, and this will be a long-term problem – SK it might change in the next government?			

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<p>8.15 SK, on the diagram – I would like to see two extra segments to the document. Increasing the Sixth Form and looking for grants/funding.</p> <p>8.16 MG, where is the emphasis on teachers and the fantastic results in this presentation? The quality of teaching the results speak for themselves – that should be somewhere in this, as this could be our USP.</p> <p>8.17 Chair, we employ a fundraiser, this looking for grants is one of the things we are going to suggest falls under her remit. CG, I can help her as I have a lot of knowledge of grants and applying for them.</p>			
<p>9. Any Other Urgent Business</p> <p>9.1 Chair, would we like another Away Day – and when either as Friday afternoon or a Saturday. All agreed, Friday the preference.</p> <p>9.2 Clerk, please let me know if you have any questions about meetings/GovHub, I am here to help. MG please can you send calendar invites to the meetings? Clerk yes.</p> <p>9.3 Confidential items agreed.</p> <p>9.4 The Chair closed the meeting</p>	<p>Send calendar invitations to Governor meetings.</p>	<p>Clerk</p>	<p>By next meeting and going forward.</p>

Meeting finished at 19.30pm