



Material Change Inspection Report

St Margaret's School

October 2023

School's details

School	St Margaret's School		
DfE number	919/6012		
Registered charity number	1056228		
Address	St Margaret's School Merry Hill Road Bushey Hertfordshire WD23 1DT		
Telephone number	020 8416 4400		
Email address	schooloffice@stmargarets-school.org.uk		
Head	Ms Lara Péchard		
Chair of governors	Mr Laurence Miller		
Proprietor	St Margaret's School Bushey		
Age range	2 to 19		
Number of pupils on roll	742		
	Day pupils	707	Boarders 35
	EYFS	64	Juniors 232
	Seniors	366	Sixth Form 80
Date of inspection	3 October 2023		

1. Introduction

Characteristics of the school

- 1.1 St Margaret’s School, founded in 1749, is an independent co-educational day and boarding school set in 70 acres of parkland in Bushey. The school is a registered charity, governed by a board of trustees. The school comprises a nursery, junior, senior and sixth-form department. Boarding accommodation is provided in a single boarding house for pupils from the age of 11. The school has 95 pupils who require support for special educational needs and/or disabilities. Four have an education, health and care plan. English is an additional language for 42 pupils. The school’s previous inspection was a focused compliance and educational quality inspection in September 2022.

Purpose of the inspection

- 1.2 This was an announced material change inspection at the request of the Department for Education (DfE) to assess the school’s proposal to increase its total pupil capacity from 720 to 850. The inspection focused on the school’s compliance with the Education (Independent School Standards) Regulations 2014 (ISSRs), the National Minimum Standards for Boarding 2022 and the requirements of the Early Years Statutory Framework.

Regulations which were the focus of the inspection	Team judgements
Part 3, paragraphs 7 (safeguarding) and 8 (safeguarding of boarders); NMS 8	Met
Part 3, paragraph 11 (health and safety); NMS 9	Met
Part 3, paragraph 12 (fire safety); NMS 10	Met
Part 3, paragraph 14 (supervision of pupils); NMS 20	Met
Part 3, paragraph 16 (risk assessment); NMS 9	Met
Part 4, paragraphs 18 to 21 (suitability of staff, supply staff and proprietors); NMS 19	Met
Part 5, paragraphs 23 to 30 (premises of and accommodation at schools); NMS 4	Met
Part 6, paragraph 32(1)(c) (provision of information)	Met
Part 8, paragraph 34 (leadership and management); NMS 2	Met

2. Inspection findings

Welfare, health and safety of pupils – safeguarding and safeguarding of boarders [ISSR Part 3, paragraphs 7 and 8; NMS 8]

Safeguarding policy

- 2.1 The school meets the requirements.
- 2.2 The school has an appropriate policy for safeguarding which provides suitable arrangements to safeguard and promote the welfare of pupils at the school.

Safeguarding implementation

- 2.3 The school meets the standards.
- 2.4 Scrutiny of records, observation and discussions with pupils and staff indicate that appropriate safeguards are implemented effectively, including in the EYFS and boarding. Those responsible for safeguarding hold senior positions within the school. They are suitably knowledgeable and appropriately trained, including for multi-agency working. Safeguarding, pastoral, healthcare and boarding staff share key information regularly and effectively. They take into account each individual pupil's physical and psychological needs and wishes. This information is used to agree appropriate action including the drawing-up and implementation of individual support plans. There is effective liaison with external agencies including referral to child and adolescent health services and the local authority's designated officer for safeguarding. Training for other staff and for governors is conducted regularly as required. It is effective and includes informal updates. Staff are knowledgeable about changes in recent legislation including the management of pupils' mental wellbeing, contextual safeguarding, child-on-child abuse, sexual harassment and sexual violence. They understand the principles underpinning the staff code of conduct and the procedures for making a referral, including the importance of low-level reporting. They are confident about using whistleblowing procedures. Interviews with staff confirmed that training is thorough and safeguarding is managed effectively. Senior leaders take appropriate action if any perceived breach of the staff code of conduct occurs. They understand their responsibility to make referral to relevant statutory bodies once investigations by external agencies are completed.
- 2.5 The governor responsible for safeguarding meets regularly with the designated safeguarding lead (DSL) and deputies. This maintains effective oversight of safeguarding policies and their implementation in the main school and the boarding houses. Reports are given regularly to the governing board by the safeguarding governor and the DSL. These highlight appropriate details of any safeguarding incidents which occur including during trips and outside of school. This ensures that governors have an appropriate level of understanding, scrutiny and oversight. In addition to continuous monitoring, a suitable annual review of safeguarding is undertaken.
- 2.6 Pupils stated confidently that they receive a detailed induction when they start school including how to stay safe and who to talk to; how to contact helplines including Childline and the Children's Commissioner; online safety; and behavioural expectations. They can name a number of staff to whom they can turn if they are worried or concerned. Pupils know how to contact the school's independent listeners. Any concerns raised are monitored and acted upon by the DSL. Records confirm that when pupils raise a concern, they receive a timely response and action is taken where needed. Monitoring and filtering of technology is effective.
- 2.7 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils, including boarders and those in the EYFS.

Welfare, health and safety of pupils – health and safety [ISSR Part 3, paragraph 11; NMS 9]

- 2.8 The school meets the standards.
- 2.9 The school has an appropriate policy in place for health and safety which is reviewed and updated regularly. It is implemented consistently and effectively. Senior leaders and governors monitor all aspects of health and safety regularly. Those responsible for day-to-day operations provide detailed reports including through completion of required maintenance logs and records of work carried out by internal maintenance staff and contractors. The roles and responsibilities of staff and governors for health and safety are stated clearly, and there is appropriate delegation of duties and training. Maintenance staff know the site well and are aware of potential risks and hazards. Appropriate checks of school vehicles and drivers are undertaken which include the issue of annual driving permits. The school has a comprehensive asbestos management plan, and appropriate measures are taken to ensure safe control and storage of hazardous substances. Maintenance logs are used effectively by maintenance staff in order to prioritise work schedules and respond to emergencies without delay.
- 2.10 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Welfare, health and safety of pupils – fire safety [ISSR Part 3, paragraph 12; NMS 10]

- 2.11 The school meets the standards.
- 2.12 The school has a suitable fire-risk policy which is reviewed and updated annually. The school's fire-risk assessment is undertaken by a suitably qualified person. It is reviewed regularly, and any recommendations are implemented without delay. Appropriate fire procedures are implemented, including for boarding houses. Competent persons have been appointed to assist in taking preventative and protective measures, including ensuring that all parts of the buildings are evacuated if there is a fire. Regular and suitable training is in place for staff and for those with responsibilities, including fire marshals.
- 2.13 Staff, pupils and visitors are provided with appropriate fire-safety information, including how to evacuate and where the fire assembly points are located. Half-termly fire drills are conducted at different times of the day and night. These are recorded accurately, including the time it takes for evacuation, any concerns, and any improvements that need to be made. Suitable emergency exits, escape routes and signage are in place. Effective monitoring systems ensure that these are maintained consistently to the required standards. Fire equipment, including extinguishers and alarms, are checked regularly by external contractors. Records of all fire-safety checks are maintained appropriately and monitored by governors.
- 2.14 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Welfare, health and safety of pupils – supervision of pupils [ISSR Part 3, paragraph 14; NMS 20]

- 2.15 The school meets the standards.
- 2.16 The school has a suitable policy for supervising pupils which is implemented effectively. Staff receive guidance during induction, in the staff handbook and in regular updates. Staff have clear job descriptions detailing their duties with regard to supervision. Comprehensive duty rotas are in place covering all areas of the school and times of day, taking into account the age, number and needs of

pupils and the locations and activities involved. Monitoring by senior staff ensures that supervision is effective, and that cover is put in place without delay if it is required. Overnight supervision for boarders is effective. Boarders confirmed that there is always an adult to contact during the night if needed.

- 2.17 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Welfare, health and safety of pupils – risk assessment [ISSR Part 3, paragraph 16; NMS 9]

- 2.18 The school meets the standards.
- 2.19 There is a suitable policy and procedures with regard to risk assessment. Risk assessments are recorded electronically and monitored effectively by the health and safety committee. There are clear lines of responsibility for assessing risk. Departmental heads, including those responsible for boarding houses and the EYFS, oversee risk assessments in their departments effectively. Senior leaders monitor those for off-site trips. Individual care plans include the assessment of risk for vulnerable pupils. Risk assessments are reviewed regularly, and appropriate action is taken where required to reduce risk. The school has completed an effective risk assessment to identify how the proposed increase in numbers would affect school facilities. It has put suitable procedures in place as a result which include: three additional classrooms in the junior school; additional outdoor and free-flow area in the EYFS; new design and technology rooms; and effectively managing the existing communal spaces, such as the dining room and hall, to cater suitably for the proposed increase in numbers.
- 2.20 The planning and procedures for offsite visits are detailed and clear with appropriate checks and approval in place. Parents are suitably informed of arrangements for school trips including behaviour expectations, safeguarding procedures, activities and travel details. Risk assessments are amended if changes occur. Any changes to arrangements are communicated to parents without delay.
- 2.21 Staff confirmed that they had received training regarding the completion of risk assessments, including those for offsite visits and residential. They are confident in completing them, including those for boarding, trips and hazardous activities.
- 2.22 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Suitability of staff, supply staff and proprietors [ISSR Part 4, paragraphs 18–21; NMS 19]

- 2.23 The school meets the standards.
- 2.24 There is a suitable recruitment policy in place which covers the required recruitment checks and procedures and which is implemented effectively. All staff, governors and persons engaged in regulated activity, including in boarding, are checked and recorded appropriately on the single central register of appointments (SCR). Those responsible for carrying out the required recruitment checks and the maintenance of staff records ensure that checks and evidence are in place prior to new members of staff commencing work in the school. Appropriate procedures are in place for managing contractors, including ensuring that they are accompanied at all times if not checked by the school. Visits to boarding areas are suitably regulated.
- 2.25 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Premises and accommodation – [ISSR Part 5, paragraphs 23–30; NMS 4]

- 2.26 The school meets the standards.
- 2.27 Suitable policies and procedures are in place which ensure that the school premises and accommodation and facilities are maintained to a standard where the health, safety and welfare of pupils are ensured as far as possible. There are sufficient designated toilet and changing facilities for male and female pupils throughout the school currently. These, together with facilities installed in the proposed new buildings, will cater for the proposed increase in pupil numbers, including in the EYFS. Suitable disabled facilities are available for staff and visitors.
- 2.28 Suitable accommodation is provided for the medical examination and treatment of pupils and for the short-term care of sick or injured pupils both in the boarding house and in the school's suitably equipped wellbeing centre. The accommodation includes toilets and bathroom facilities and is adequately staffed. It also provides social and emotional support for pupils where required. The school site is suitably secure. All visitors are required to sign into the main office and are accompanied at all times. Use of surveillance equipment does not intrude upon boarders' privacy. Acoustics, lighting and water supply are appropriate throughout the school. There is sufficient space for outdoor play. Accommodation for boarders is appropriate. It is not projected that boarding numbers will increase substantially.
- 2.29 The current arrangements are likely to meet the needs of the proposed increase in the number of pupils.

Provision of information [ISSR Part 6, paragraph 32(1)(c)]

- 2.30 The school meets the requirements for providing information relating to safeguarding to parents. Particulars of the arrangements for safeguarding are published on the school's website.

Quality of leadership and management [ISSR Part 8, paragraph 34; NMS 2]

- 2.31 The school meets the standards.
- 2.32 Senior leaders and governors, including those with specific responsibilities for safeguarding, boarding and EYFS, demonstrate good skills and knowledge and fulfil their responsibilities effectively, so that all the other standards are consistently met, and they actively promote the wellbeing of the pupils. Measures planned or implemented for the proposed increase in pupil numbers are likely to ensure pupils' continued wellbeing.

3. Recommendation with regard to material change inspection

Recommendation

3.1 It is recommended that the request to increase capacity from 720 to 850 is granted.

4. Summary of evidence

- 4.1 The inspector held discussions with the head, senior leaders and other members of staff and met with the chair of governors. He visited different areas of the school, observed lessons and talked with groups of pupils. He scrutinised a range of documentation, records and policies.