



Governing Board (GB) Meeting 28 Minutes

Date: Thursday 12th July 2018

Venue: St Mary's Hampton C of E Primary School, Oldfield Road, Hampton, TW12 2HP

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Alan Jackson (AJ)	Co-Chair of Governors; Chair, PPCC	14 Nov 2020
	Mary Collins (MC)	Vice Chair of Governors	14 Nov 2020
	Vera Macrae (VM)	Chair, TLC	14 Nov 2020
	Norma Beresford (NB)	Vice Chair, TLC	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel Razza (KR)		11 March 2022
	Rev. Ben Lovell (BL)	Vicar, St Mary's Hampton Church	Ex-officio
LDBS	Yvonne Lincoln (YL)	Co-Chair of Governors; Vice Chair Resources	31 March 2022
Parents (2)	Robert Hodges (RH)		26 Nov 2021
Co-opted (3)	Tiffany Jackson-Davey (TJD)	Vice Chair PPCC	1 July 2019
	Jennifer Walker (JW)	SEND & Wellbeing Governor	6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Year 2 Teacher	13 Oct 2020

Also attended: Clare Struthers (CS) Clerk

Apologies: Glen D'Sa (GD, parent governor, end of term 9 October 2020)

Minute	Discussion & Decisions
271	AJ welcomed everyone to the meeting at 7.30 pm and opened with a prayer.
272	<p>AJ said that apologies for absence had been received from GD due to work commitments and KR due to unforeseen childcare responsibilities (however, see note at minute 274b, KR did attend the meeting); in view of the reasons, the Board ACCEPTED them.</p> <p>Declarations of Interest: Governors said that those relevant to the matters for discussion were:</p> <ul style="list-style-type: none"> AP, BL, RH, JW, TJD and VM – children/grandchildren attend wrap around care provided by St Mary's School Kidz (SMSK); BL – Chair of MTV Youth; Trustee of Hampton School TJD – husband works with Richmond borough and is responsible for procuring work with KOOSA kids (wrap around care provider from September 2018 at St Mary's).
273	The minutes of the meeting held on 12th March 2018 were AGREED as a true and accurate record and were SIGNED by AJ after the meeting.
	Governance Matters
274a	<p>(262a) Governing Body Membership</p> <p>CS CONFIRMED that YL had been re-appointed for a further 4-year term of office (1 April 2018 – 31 March 2022) by the LDBS appointment panel.</p> <p>CS also CONFIRMED that the committee membership and governor roles documents had been updated (as per the discussion at the March FGB) and were saved on SharePoint for governors' reference.</p> <p>AJ said that BL was now the second safeguarding link governor. BL said that he had attended the AfC Safeguarding training that was considered appropriate for the safeguarding link governor (AfC had not</p>

	<p>confirmed whether this equated to level 2 or 3, but it would be assumed to be level 2; AJ said that level 3 was concerned with the management of safeguarding.) BL AGREED to complete training in FGM and PREVENT.</p> <p style="text-align: right;">ACTION BL: FGM/PREVENT Training</p> <p>AJ advised governors that TJD had resigned as a governor and thanked her for her contribution to the Board over the past three years, in particular for her professional HR advice. AJ said that the Board very much appreciated TJD’s willingness to continue to provide advice should the need arise. TJD explained that in her HR professional capacity, this would, of course, always be in the strictest of confidence. TJD said that she would prepare a report for the file outlining the reasons for her resignation.</p> <p style="text-align: right;">ACTION TJD: email resignation report to CS – share with co-Chairs</p> <p>AJ thanked TJD for the comprehensive Sports Premium link governor report (that had been circulated with the papers for the meeting). At the March FGB, GD had volunteered to be the PE link governor. For the next academic year, the PE and Sports Premium link would be carried out by one governor, therefore TJD AGREED to handover relevant information to GD.</p> <p style="text-align: right;">ACTION TJD: Handover with GD – Sports Premium link</p>
<p>274b</p>	<p>FGB Risk Register</p> <p>(MA 262b) Communication with parents regarding transition to secondary school would be addressed in the autumn 2018 term (see minute 274c).</p> <p style="text-align: right;"><i>BL left the meeting at 7:38pm</i></p> <p>Risk 17a: Staffing of SENCo Role MW CONFIRMED that Sarah Creegan had been recruited as the school’s SENCo. As this was an interim appointment for the next academic year, governors AGREED the baseline probability and impact should be reduced to medium.</p> <p style="text-align: right;"><i>BL & KR entered at 7:39pm</i></p> <p>Risk 13: National Agenda re. MATs Bearing in mind this matter had not been discussed since it was originally raised in April 2016, governors AGREED the baseline probability and impact should be reduced to low</p> <p>Risk 21– Year 5&6 Classroom Furniture (T&L committee): MW CONFIRMED both the children and the new Year 5 teacher were happy the furniture was fit-for-purpose, but said that, of course, this would be monitored over time.</p> <p>Risk 3e – Safety Around the School Perimeter (Resources committee): A governor raised the point that the way some parents were continuing to park was extremely inconsiderate and it was completely understandable that members of the local community got aggravated with parents. While there had been some improvement since the drop off arrangements had changed during the summer term, this governor suggested that the required action now needed to be firmer than merely including a section in the newsletter requesting parents to be considerate when parking. A governor suggested that a governor and/or member of staff were outside at drop-off and pick-up times in a high vis jacket. As Chair of Resources committee, AP said that parents should advise the school office if such instances continued so that the school office (either Denise Parker or Nikki McLachlan) could arrange for Richmond Parking Enforcement to attend. AP said that he would also liaise with Paul Adams (parent assisting with the school travel plan submission).</p> <p style="text-align: right;">ACTION AP: Liaise with Paul Adams – advising on school travel plan</p>

	<p>Governors AGREED this should be reviewed at the autumn term Resources committee meeting, as the probability was currently high.</p> <p>ACTION AP: Ensure risk 3e reviewed – autumn term Resources committee meeting</p> <p>A governor asked that parking be discussed as part of the school community, for instance at the vision evening to be arranged for the autumn term.</p> <p>ACTION CS: Update risk register</p>
274c	<p>(262d) Parent-Governor Spring term Drop-ins (hosted by YL/MC, VM/NB)</p> <p>Governors recognised that the way these drop-ins had been hosted had perhaps not been the most appropriate. VM said that for instance for the spring term governor drop-in, she had spent some time talking with parents in the hall, where they were able to see their children’s books, rather than staying in the classroom assigned for parents to drop-in if they wished. As a parent, TJD explained that parents were slightly confused regarding the distinction between governor matters and school matters. In addition, JW suggested that the day of the pupil progress meetings was not an ideal time to offer this opportunity, as parents were focussing on the discussion with the class teacher.</p> <p>MW advised governors that a school vision evening was going to be arranged for early in the autumn 1 term, to give parents the opportunity to be involved in the school’s journey and said that he would very much like governors to be involved too. Going forward a parent forum was going to be introduced. As a parent governor, RH commented that this would be a really worthwhile opportunity to encourage engagement with parents, as there seemed to be a general lack of awareness regarding the members of the Board among the parent body.</p> <p>AP suggested that a ‘governors@’ email address was set up for parents to submit the questions to the parent forum, bearing in mind not all parents would be comfortable submitting their questions in the forum environment.</p> <p>ACTION MW: ‘governors@’ email address to be set up – clerk to receive?</p>
274d	<p>2018-19 Meeting dates</p> <p>AJ said that the September FGB would be a brief business meeting at which the elections of the Chair/co-Chairs and Vice Chair (see also minute 284) would take place, along with other key documents, such as the terms of reference, being agreed. This meeting would also involve the GB evaluation and the presentation of the draft 2018-19 SDP. The finalised SDP for GB approval would be the main item for discussion at the autumn 2 meeting (diarised for 15 November).</p> <p>MW CONFIRMED that the SDP would be presented to the T&L committee meeting scheduled to take place on 8 November.</p> <p>AJ explained that the meeting after the end of term church service on Friday 21 December would be to formally agree the 2017-18 Annual Report; AJ said that there would have been sufficient opportunity for governors to comment on the contents beforehand.</p> <p>Regarding the Resources committee meetings, it was AGREED there should be 2 meetings per term bearing in mind the volume of matters for discussion. In the first half of the term, the focus would be site matters; in the second half of the term, the focus would be finance. AP AGREED to circulate a Doodle to CONFIRM the dates and times for these meetings.</p> <p>ACTION AP: Doodle – Resources committee meeting dates 2018-19</p> <p>ACTION ALL GOVERNORS: Meeting dates in diaries - see Appendix A – foot of minutes</p>
274e	<p>The 2018-19 Clerking Service SLA had been circulated for governors’ information. Governors THANKED CS for the professional service she provided to the Board.</p>
274f	<p>GB Evaluation</p> <p>YL said that two evaluation forms would be circulated for governors’ individual completion and asked that these be returned by 1 September. Governors were also offered the opportunity to meet with YL</p>

	<p>and/or AJ one-to-one.</p> <p>YL said that a report of the strengths and weaknesses identified as part of this evaluation process would be presented to the September FGB, when governors would have the opportunity to discuss the competency and efficiency of the GB.</p> <p style="text-align: right;">ACTION ALL GOVERNORS: Complete self-evaluation forms by 1 September</p>
274g	<p>GB / Committee Terms of Reference</p> <p>CS said that the current year’s terms of reference had been circulated with the papers for the meeting. Governors AGREED to review the contents and email comments to CS by 6 September in preparation for updating and agreement at the September FGB.</p> <p style="text-align: right;">ACTION ALL GOVS: Email comments to CS – by 6 Sept</p>
	<p>Resources</p>
275a	<p>The draft-approved minutes of the summer term committee meeting had been circulated for governors’ information with the summer risk register.</p> <p>(MA 366a) AP said that the most recent letter from the Chief Executive of the ESFA (dated March 2018) had been circulated for governors’ information.</p> <p>(MA 366a) AP said that all Governors should read ‘The Musts’ of the Academies Financial Handbook (which had been circulated with the papers for the meeting).</p> <p>(MA 366c) AP said that the Parent Questionnaire Feedback, and governors subsequent questions/discussion, was summarised in the minutes.</p> <p>AP stressed the importance of communications being timely, open and properly planned in future. AP said that the Resources committee had therefore discussed the appropriateness of forming a Communications Working Party to review both the internal GB communications and the external communications with parents and the community. AP stressed the importance of all stakeholders being represented.</p> <p>Governors discussed the draft terms of reference circulated with the papers for the meeting.</p> <p>Governors discussed the remit of the working party to ‘develop and monitor the school’s community plan’. AP explained that this should involve the working party considering the way in which the school engaged with all stakeholders, such as the church, neighbours, and local businesses. Governors recognised that this was a broad scope and was beyond a time-bound working party. Governors AGREED the school’s community plan was a matter for discussion in the future; the working party should initially focus on:</p> <ul style="list-style-type: none"> • Developing a communications policy (a model had been circulated with the papers for the meeting) • Developing a communications plan. <p>RH AGREED to lead the working party and said that consideration should also be given to the way the GB communicated.</p> <p>Bearing in mind the communications plan should closely link with the SDP, governors AGREED the working party should report back on the above two foci at the November FGB. A governor pointed out that the implementation of the communication plan was the school’s responsibility.</p>

	<p>TJD said that her husband would like to volunteer as a parent representative on the working party, as he had a wealth of relevant experience, as well as being the safeguarding lead in his employment with Richmond Borough. MW said that another parent had expressed an interest in being involved. RH was pleased to hear there was interest amongst the parent body.</p> <p style="text-align: right;">ACTION RH: Set up Comms Working Party – report back to Nov FGB</p>
275b	<p>Finance (MA 262e) Finance Governor Visit Report</p> <p>Governors recorded their thanks to GD for the very detailed report and for the support he had given MW throughout the year, this had had a huge impact on the improved financial reporting process now in place.</p> <p>MW explained that over the current academic year GD had developed a very structured reporting format, but this was dependent upon receiving timely information in order to be able to keep governors sufficiently updated.</p> <p><i>Further discussion contained in part 2 confidential minutes (a).</i></p>
275c	<p>Quarter 3 Finance Report</p> <p>MW said that even with having absorbed the Blakedown cost in the current year’s budget, the year would end with a surplus of £4,261.</p> <p>MW explained that with the new reporting system it would now be possible to identify such a surplus earlier during the academic year, making it possible to re-direct the money to something worthwhile for the school.</p>
275d	<p>2018-19 Budget</p> <p>Supply Costs (A200): MW explained that a reduced budget had been allocated, as not only had the school historically underspent on supply costs, but also Lucia Freeman (Deputy Head) had now returned to work and would cover teachers planned time out of the classroom (for example to attend training).</p> <p>Recruitment costs (A350): Likewise, MW said that this budget had been reduced significantly.</p> <p>Repairs and maintenance (B100): MW explained that this budget had been increased bearing in mind the predicted site works for the next academic year, in particular the on-going issues with the drains.</p> <p>KR asked whether the school had budgeted to purchase a new oven. AP said that the intention was to purchase the new oven from the expected surplus in the current academic year. AP also said that it was hoped the lettings income would be greater than budgeted next year and the surplus would fund necessary site works.</p> <p>Photocopying (C300): MW said that a contract with a different supplier was being negotiated.</p> <p>As a parent, TJD commented on the volume of documents circulated through the book bags and asked the school to review this. For example, there was a package that made it possible for documents to be signed and submitted online.</p> <p>Educational trips (C200): A governor asked the reason for the £2.5K expenditure. MW explained that this was balanced by monies in ‘other income’ (I950), meaning there was no net cost to the school.</p> <p>In reply to a governor’s question regarding parents being asked to pay for school trips, MW CONFIRMED that the letter to parents always stated that the cost of the trip was a voluntary</p>

	<p>contribution to the school.</p> <p>LA income (I910): MW said that this was likely to be greater as an EHCP application was going to be submitted in the autumn term.</p> <p>Catering Services (E100): A governor noted that £71,668K was significant expenditure. MW explained that this was balanced against the catering income (I940) of £34,960 and the remainder would be covered by parents paying for the Key Stage 2 lunches.</p> <p>Governors RATIFIED the 2018-19 budget.</p>
275d	<p>Governors noted that the following operational policies had been updated and were available on SharePoint for their reference:</p> <ul style="list-style-type: none"> • <i>Accessibility Plan</i> • <i>Health & Safety of Children on Educational Visits</i> • <i>BCP</i> • <i>Online & E-safety.</i>
275e	<p>MW noted that the following policies were due for review in the autumn term:</p> <ul style="list-style-type: none"> • Debt Recovery • Data Protection • Records Management • First Aid • Finance Manual • Mobile Phones / Social Media (new policy to be written). <p>ACTION CS: Provide MW with comprehensive list of all policies to be reviewed – early Sept 2018</p>
Personnel & Pastoral	
276a	<p>(MA 264a) On-time collection from After School Clubs In reply to a governor, MW said that this had improved.</p> <p>(264a) MW CONFIRMED that the alcohol was being stored in shed.</p>
276b	<p>The draft-approved minutes of the summer term committee meeting had been circulated for governors' information with the risk register.</p>
276c	<p>MW THANKED governors for their comments on the following policies that had been reviewed by the P&P governors prior to the meeting (via email); they were therefore RATIFIED:</p> <ul style="list-style-type: none"> • Flexible Working • Special Leave • Safer Recruitment • Intimate Care. <p>Staff Appraisal Policy: This was carried forward to the September FGB. <i>(After the meeting CS discovered that the permissions had been unwittingly restricted on SharePoint and therefore the document was not available for governors to view, for which she apologises.)</i></p> <p style="text-align: right;">ACTION CS: Staff Appraisal Policy – Sept FGB</p> <p>Flexible Working: A governor asked the members of the flexible working appeal panel. AJ explained that this would involve governors that were not members of the 'Listening Ear' facility for staff.</p>

	<p>Physical Restraint Policy: A governor noted that the policy stated ‘Professionals will use their own professional judgement when they feel a pupil needs this kind of support’ (page 6) and asked whether there was guidance provided by training on the action that should be taken. MW explained that there was specific training that should be attended by more than one member of staff. MW therefore AGREED to update the policy to include ‘as guided by their training’.</p> <p>Governors RATIFIED the policy with this wording added.</p> <p style="text-align: right;">ACTION MW/CS: Add wording to policy ACTION MW: Update Safeguarding Training</p> <p>ACTION MW: At least one more member of staff to complete Physical Restraint Training</p> <p>Stress Management (new policy): After discussion, MW AGREED to incorporate stress management in the current Health & Wellbeing Policy that was to be reviewed in the autumn term. In addition, MW would include a section on Mental Health.</p> <p>ACTION MW: Review Health & Wellbeing Policy – include stress management & mental health</p>
	<p>Teaching & Learning</p>
<p>277</p>	<p>The draft-approved minutes of the summer term committee meeting had been circulated for governors’ information with the risk register. Of particular note was the end of year progress and attainment data (MA 194-196 and separate appendix A).</p> <p>VM referred governors to the minutes of the July meeting, which contained a detailed analysis of the end of year progress and attainment data.</p> <p>Regarding the Parent Questionnaire, VM explained that bearing in mind the majority of the questions were concerned with teaching and learning, the feedback should more appropriately initially be presented to this committee. As Chair of the Resources committee, AP AGREED.</p>
<p>278</p>	<p>Headteacher’s Report MW said that the governors’ questions had been answered at the back of the report.</p> <p>A governor asked about the training Kick London staff received to mentor the children. MW explained that they had their own bespoke training. MW explained that the focus of this mentoring was to develop the children’s resilience, confidence and independence and having met with a child for a half-term period, the mentor provided a report that was shared with the class teacher.</p> <p>This governor asked about the training the mentors received to deal with disclosure. MW said that he would check the Kick London policy.</p> <p style="text-align: center;">ACTION MW: Advise TJD on the level of safeguarding training – Kick London Mentors</p> <p>AJ added that Denise Parker (Office Manager) was also facilitating ELSA sessions for 6-8 week periods with identified children.</p> <p>A governor asked whether the resulting improvement was tracked. MW said that there had been some very good feedback from the teachers.</p> <p>A governor asked on the process for deciding on the focus for the 2018-19 SDP. MW said that this would partly be led by the end of year data, therefore there would be a focus on writing, particularly writing in greater depth, and himself and AN had already researched relevant training and strategies to be rolled out in class. In addition, MW suggested that there should be a priority to engage stakeholders, improve communication (see minute 275a) and teambuilding for staff.</p>

A governor suggested that the school engaged with the drama after-school-club-provider in terms of the writing focus for the next academic year. MW said that arrangements had already been made for this provider to facilitate enrichment activities during the next academic year.

AN added that the Power of Reading was also going to be introduced, along with including art and creative approaches to writing. In addition, MW said that a group of children would attend a Creative Writing Workshop at Hampton Boys.

Governors were very pleased to hear a range of approaches was already planned.

As Chair of the Resources committee, AP asked how the long-term site plan and IT replacement plan would feed into the SDP.

MW said that once the 3-5 year site plan had been developed, the high priority items would be included in the SDP.

MW said that the end of year progress and attainment data demonstrated particularly good outcomes across the year groups and thanked the teaching staff for achieving them. MW said that every classroom had a purposeful atmosphere whenever he visited, in which the children knew their individual expectations.

Governors recorded their congratulations to the whole teaching staff team for the excellent results.

MW said that this excellent set of data was explained by the multi-faceted approach:

- The effectiveness of the Pupil Progress meetings, which had been really well led by AN and through which all teachers had demonstrated a really good understanding of the data for all the children in their class;
- the teachers knowing the children very well;
- the effective intervention strategy.

MW said that the data for the PPG and SEND children was equally positive; even those children that had not met the expected standard, had made progress from their relative starting points.

In reply to a governor, MW said that the school's judgements were now more rigorous, which had helped to make more accurate assessments of the children's progress and attainment.

A governor noted that some credit should be awarded to the parent body, which engage with their children's learning. This governor thanked the school for the improved communication with parents during the current year, as this gave parents the opportunity to support their children more effectively at home. Much more focussed, organised homework was now being set.


MW said that parents would be equipped with strategies to support children in their writing at the vision evening planned for the autumn term.

As a parent governor, RH thanked the school for the extremely thorough end of year reports that had been provided that day.

AJ said that the summary of the parent questionnaire demonstrated that the level of disagreement amongst the parent body was very low. The two questions that received the lowest level of agreement were:

- I receive invaluable information about my child's progress (10.1% disagreed).
- The school communicates effectively (7.8% disagreed) – see minute 275a for action in this regard.

A governor asked the number of parents that had completed the questionnaire. About 90 parents, therefore the feedback was a good reflection of the views of the parent body.

	As Chair of Teaching & Learning Committee, VM said that she was pleased the school recognised the importance of the middle group of learners, as well as SEND and high attainers.
279	AOB: there was none.
280	<p>Dates in autumn term:</p> <p style="text-align: center;">Autumn 2 FGB: Thursday 20 September at 7.30 pm</p> <p style="text-align: center;">PPCC: Thursday 4 October at 4pm Resources: Thursday 18 October (time to be agreed) TLC: Thursday 8 November at 4pm</p> <p style="text-align: center;">Autumn 2 FGB: Thursday 15 November at 7.30 pm</p> <p style="text-align: center;">Meeting to sign 2017-18 Annual Report – Friday 21 December at 2.45pm at church</p>
	Part 2 Confidential Items
281	The confidential minutes of the meeting held on 12th December 2017 were provided to governors at the meeting and were AGREED as a true and accurate record; they were SIGNED by AJ after the meeting.
282a	<p>Co-Chairs Statement <i>Discussion recorded as part 2 confidential minutes (a).</i></p>
282b	<p>Approved Minutes A governor said that in the interest of transparency governors’ minutes should be published online, once approved. As Chair of the meeting, AJ proposed that all minutes were published once approved. Governors UNANIMOUSLY AGREED that approved minutes of all governors’ meetings should be published on the school’s website.</p> <p>A governor said that the school’s Complaints Procedure should be published on the same webpage.</p> <p>A governor suggested that a printed version of the approved minutes of governors’ meetings was displayed in the staffroom. As staff governor, AN AGREED to do so. ACTION AN: Display governors’ meeting minutes in staff room – on-going</p> <p>MW AGREED to advise Nikki McLachlan (NMCL) that complaints should be forwarded to CS. ACTION MW: Liaise with NMCL re Complaints Procedure</p> <p style="text-align: right;">AN left the meeting at 9.41 pm</p>
283	<p>Headteacher’s Performance Review <i>Discussion recorded as a confidential minute (b).</i></p>
284	AJ advised governors that having been Vice Chair and co-Chair for five years, he would be stepping down for the next academic year, but would continue to be chair of the Personnel & Pastoral Committee, should he appointed by the GB to do so. AJ said that YL was willing to stand as co-Chair for the next academic year. In reply to a governor , CS CONFIRMED that nominations would be sought for the roles of co-Chair, Chair and Vice Chair two weeks before the September meeting, as names of nominated governors must appear on the agenda. YL added that bearing in mind the volume of work, the co-Chair model had worked very well.
285	<p>AJ closed the meeting at 9.49pm hours by thanking governors for attending.</p> <p>Signed by the Chair:  on 20th September 2018</p>

2018/19 GOVERNORS' MEETING DATES

ALL meetings are scheduled to take place on **THURSDAY** (except Resources meetings in 2nd half of term)

	T&L 4 PM	RESOURCES	P&P 4PM	AGM 7.15 PM	FGB 7.30 PM
AUTUMN 1 INSETs: Mon 3 & Tues 4 Sept Wed 5 Sept – Thurs 18 Oct INSET: Fri 19 Oct		Thursday 18 Oct @ 9am	4 Oct		20 Sept Elections Evaluation Draft SDP
AUTUMN 2 Mon 29 Oct – Fri 21 Dec INSET: Fri 16 Nov	8 Nov	Mon 10 Dec @ 9am			15 Nov Focus – SDP Fri 21 Dec – 2pm – at Church to Sign Annual Report
SPRING 1 INSET: Mon 7 Jan Tues 8 Jan – Fri 15 Feb		Thursday 24 Jan @ 9am	7 Feb		
SPRING 2 Mon 25 Feb – Fri 5 April INSET: Fri 15 March	7 March	Mon 11 March @ 9am		21 March	21 March
SUMMER 1 Tues 24 April – Fri 24 May INSET: Mon 23 April		Thursday 16 May @ 9am	2 May		
SUMMER 2 Tues 4 June – Fri 19 July INSETs: Mon 22 & Tues 23 July	4 July	Mon 17 June @ 9am			11 July