



Minutes of Governing Board (GB) Meeting 41

Held on Thursday 26th November 2020 Virtually (via Teams)

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC nominee (7)	Kel (Michele) Razza (KR) Rev. Ben Lovell (BL) Hilary Hart (HH) Andrew Parish (AP) Timothy Stephens (TS)	Vicar, St Mary's Hampton Church; Chair of Governors Chair, Resources Committee Observer (until minute 446a.2)	11 March 2022 Ex-officio 1 April 2024 31 March 2022 25 Nov 2024
Parents (2)	Robert Hodges (RH) Benjamin Opoku (BO)	Vice Chair of Governors; Vice Chair, Resources	26 Nov 2021 8 Nov 2024
LDBS	Nick Woods (NW)	Vice Chair, Teaching & Learning Committee	24 Feb 2024
Co-opted (Up to 3)	Paul Adams (PA) Sophie Tait (ST) Jennifer Walker (JW)	Chair, Personnel & Pastoral Committee Chair, Teaching & Learning Committee	10 July 2023 10 July 2023 6 Sept 2021
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

Also attended: Clare Struthers (CS, Clerk)

Apologies: Julie Booth (JB, School Business Manager)


Minute	Discussion & Decisions
441	BL welcomed everyone to the meeting at 7.33 pm, in particular AR, TS and BO. BL followed with prayer.
442	CS said that no apologies for absence had been RECEIVED. BL said that JB had been excused from attending, in view of the incredibly long hours worked and there being no specific items to be reported on at the meeting.
443	Declarations of Interest: Governors CONFIRMED there were none relevant to the matters for discussion.
444a	Previous meeting held on 24th September 2020 Minutes of the previous meeting Decision: All governors present at the September 2020 meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record of that meeting.
444b	(MA 433m) Risk Register BL THANKED committees for having populated the risk owners. BL said that to ensure a dynamic register was maintained, risk owners should regularly update the <i>progress update</i> (refer to document on Teams).
445	AOB: BL ACCEPTED MW's request to give an update on the Complaint Policy review that had taken place.

	Governance Matters
	New Governors & Vacancies
446a.1	<p><i>(TS left the meeting at 7.36pm)</i></p> <p>PCC-Nominated Governor: BL said that St Mary's Church PCC had nominated TS for his financial expertise.</p> <p>Decision: Governors UNANIMOUSLY appointed TS as a governor by a show of hands vote.</p>
446a.2	<p><i>(TS re-joined the meeting at 7.38pm)</i></p> <p>PCC-Nominated Governor Vacancies: BL NOTED that there were two further vacancies for which candidates would be nominated over a period of time, so that ends of terms of office were staggered.</p> <p>BL REITERATED his welcome to AR, BO and TS saying that the board welcomed their contribution and expertise to the discussions.</p> <p><i>HH joined the meeting at 7.40pm, having apologised for her late arrival.</i></p> <p>BL said that he had sent a thank you message to governors whose term of office had recently ended, Alan Jackson, Norma Beresford (NB) and Vera Macrae, in reply to which NB had requested that her best wishes be shared with the board.</p>
446b.1	<p>(MA 296a) autumn Teaching & Learning committee meeting</p> <p>BL NOTED JW's nomination as committee chair.</p> <p>Decision: Governors UNANIMOUSLY appointed JW as Chair of Teaching & Learning, for the remainder of the 2020-21 academic year, by a show of hands vote.</p>
446b.2	<p>Committee Membership: BL said the new governors would join the following committees: BO Teaching & Learning and Resources, TS Resources and AR Teaching & Learning.</p> <p>Decision: Governors UNANIMOUSLY AGREED the committee membership for the remainder of the 2020-21 academic year, by a show of hands vote.</p>
446b.3	<p>BL asked all governors to consider joining the Personnel & Pastoral committee due to its limited membership.</p> <p><i>(After the meeting, AP volunteered to join the P&P committee; this was acknowledged and welcomed by ST.)</i></p>
	Governor Roles
446c.1	<p>SEND Governor: BL THANKED HH for volunteering for this role.</p> <p>JW AGREED to attend the spring term SEND visit to complete the handover.</p> <p>Decision: Governors AGREED that with the efficient and effective reporting and accountability in place, the SEND link could be fulfilled by one governor (a second governor was not needed).</p>
446c.2	<p>2nd Safeguarding Governor: BL EXPLAINED that this involved a half-termly visit to school to sign off the Single Central Register, having intermittent meetings with the headteacher to discuss safeguarding issues, and being involved in the completion of the annual safeguarding audit.</p> <p>BL asked governors to consider taking on the role of second safeguarding link, as this was recommended for succession planning.</p>

446d	<p>Updated Meeting Dates</p> <ul style="list-style-type: none"> ○ Spring FGB training – 4 March 2021 at 7.30pm ○ T&L – 11 March 2021 at 4pm <p>In reply to a governor, BL said that Graham Willett would facilitate the spring training event, which would focus on conducting effective complaint/investigation processes.</p> <p>Decision: Governors AGREED the above dates to be included in the schedule for the current academic year, by a show of hands vote.</p>
446e	<p>2020-21 Term Dates: MW said that the dates followed the Richmond borough term dates.</p> <p>Decision: Governors RATIFIED the 2020-21 term dates by a show of hands vote.</p>
446f	<p>BL said that the board's NGA Gold Membership was due for renewal at a cost of £275.</p> <p>Decision: Governors UNANIMOUSLY AGREED the gold membership was a valuable resource and that it should be renewed for a further year.</p>
446g	<p>Eligibility for Governance</p> <p>CS said that it was good practice for governors to sign the eligibility (non-disqualification) declaration annually and said that in future years this would be presented at the first meeting of the school term.</p> <p>ACTION ALL Governors: Return Eligibility Declaration by Friday 18 December</p>
446h	<p>BL advised governors that the Governance Handbook had been updated in October 2020 and said that governors should familiarise themselves with the updates.</p> <p>ACTION ALL Governors: Governance Handbook – read October 2020 updates</p>
446i	<p>Decision: Governors UNANIMOUSLY AGREED the Governors & Staff Working Together Protocol by a show of hands vote.</p>
446j	<p>Decision: Governors UNANIMOUSLY DETERMINED the 2022 Admissions Policy by a show of hands vote.</p>
446k	<p>2019-20 Annual Report: BL said that the trustees' section had been written, the end of year figures were awaited from the auditors to finalise the report.</p> <p>BL said that the intention was for the report to be signed off at the autumn 2 Resources committee meeting on 14 December and governors not members of this committee would be invited to attend at the start of the meeting for this purpose.</p>
446l	<p>Leadership Appraisal Group: ST said that a report would be presented to the spring term FGB.</p>
447	<p>Headteacher's Autumn Term Report</p> <p>MW THANKED governors for their questions (see Appendix A).</p> <p>MW said that he was extremely proud of the staff for showing great resilience, despite continuing to be in the midst of a pandemic. MW said that health and safety measures had been enhanced around the school that week, bearing in mind the closure of nine classes at a local primary school and a twenty-five per cent reduction in staffing at the local secondary school. MW said that staff had been reminded of the importance of remaining within their bubbles and to avoid lengthy interactions between adults. MW said that the health and safety enhancements had been difficult for some staff to take on board, but there was recognition that</p>

	<p>they were necessary to keep everyone safe. MW said that there continued to be a lot of anxiety amongst staff and parents, which was proving to be increasingly challenging to manage as the autumn term progressed.</p> <p>MW said that 'Nativi-Tweet', the school's virtual Christmas activities, would be launched with parents the following day and the aim was to not only provide fun activities for the children, but also build community spirit and morale. MW said that from 7th December each class would post daily tweets to share the fun, festive activities taking place in school. MW said that children would be participating in carol singing outside in socially distanced groups.</p> <p>MW said that two virtual open mornings had been hosted during the autumn term for which there had been a very positive attendance level (similar numbers to the in-person open mornings). MW encouraged governors to watch the video published on the parent tab on the website, which promoted the community and family values of the school very well; MW said that the children represented the school extremely well.</p> <p>A governor asked whether virtual staff meetings were being held to help maintain staff morale, bearing in mind the enhanced health and safety measures that had been introduced that week. MW said that line managers were maintaining regular communication with their team members in a socially distanced way.</p> <p>A governor asked whether the school had received any feedback, in particular from vulnerable parents, about alternative measures that could be introduced and the resulting action the school had taken.</p> <p>MW said that a clinically vulnerable parent had been particularly helpful in terms of giving feedback and suggestions and this had assisted the school in being proactive in terms of the measures introduced.</p> <p>MW said that the approach taken had been to gradually enhance the measures over time. MW said that from the outset of the pandemic, the school's strategic plan had been to introduce health and safety enhancements in a staggered manner; having a new/enhanced measure to introduce each week would keep the profile high, and hopefully avoid complacency within the school community. MW said, for example, not having adults on the school site during the morning drop off had been a positive change. MW said that the one-way system had been introduced as a result of feedback from parents. MW said that he had been outside for drop off and pick up as much as possible and had taken on board suggestions where appropriate.</p> <p>BL THANKED MW for the autumn term report and update.</p>
	<p>Autumn Term Committee Meetings</p>
448a	<p>Personnel & Pastoral</p> <p>Governors NOTED the minutes of the autumn term meeting were on Governor Hub for reference.</p>
448b	<p>2020-21 Pay Policies</p>
448b.1	<p>Teachers</p> <p>CS said that both the union and staff consultation processes had concluded with no feedback received. CS said that two versions of the policy had been circulated for the meeting:</p> <ul style="list-style-type: none"> Policy did not allow for exceptional progression (i.e. a one-point increase in an academic

448b.2	<p>year was permitted).</p> <ul style="list-style-type: none"> Policy allowed exceptional progression of two points on the Main Pay Range and the leadership pay scale to reward exceptional performance, if certain criteria (detailed in the policy at para 9.3) were met/detailed justification provided (stated at para 4.5). <p>After discussion, governors AGREED it would be beneficial to have flexibility within the policy to be able to reward exceptional performance, but that this must be implemented stringently according to the parameters of the policy and only within the constraints of the school's budget.</p> <p>Decision: Governors UNANIMOUSLY RATIFIED the 2020 Teachers' Pay Policy with the exceptional clauses 4.5 and 9.3 included, by a show of hands vote.</p> <p>Support Staff</p> <p>CS said that the staff and union consultation processes had concluded with no feedback received.</p> <p>Decision: Governors UNANIMOUSLY RATIFIED the Support Staff Pay Policy, by a show of hands vote.</p>
449	<p>Resources</p> <p>Governors NOTED the minutes of the autumn term meeting were on Governor Hub for reference.</p> <p>AP said that at the October meeting, the financial return from last year was reviewed, as well as this year's budget and the risk register. AP said that it was evident from finance monitoring that the school's finances were under pressure, with the school having necessarily recruited additional, temporary office staff that were not budgeted and the additional resources costs that had been incurred. AP said that a reforecast budget would be presented to the December committee meeting, for governors to have a clear understanding of the school's current financial situation.</p> <p>In reply to a governor, AP said that the school could not set a deficit budget. AP said that the school had reserves that could cover a within-year deficit. As it was recognised that this year presented exceptional circumstances, AP said that the board could ratify the use of some of these reserves to cover an in-year deficit.</p> <p>BL added that the let by the Farmers Market, trialled at the end of the summer 2020 school holiday, had unfortunately, not been successful and this loss of income accounted for about fifty per cent of the deficit the school was likely to encounter this academic year.</p>
450	<p>Teaching & Learning: Governors NOTED the minutes of the autumn term meeting were on Governor Hub for reference.</p>
451	<p>AOB</p> <p>Complaint Policy</p> <p>BL said that the ESFA had been in contact outlining that the school's complaint policy should be updated on the following grounds to ensure it was in line with Part 7 of the Education (Independent School Standards) Regulations 2014:</p> <ul style="list-style-type: none"> One panel member should be independent of the management and running of the school; A copy of the panel's findings and recommendations should be provided to the complainant.

	<p>BL said that the school's policy had been updated.</p> <p>A governor asked whether the policy could be further updated should revisions become evident from the FGB training event in March 2021 (see minute 446d).</p> <p>BL CONFIRMED and said that the current review was to ensure the policy was compliant with the regulations.</p>
452	<p>Governors' spring term meeting dates:</p> <p style="text-align: center;">Spring 1</p> <p style="text-align: center;">P&P: Thursday 21 January at 4pm Resources: Thursday 11 February at 9am</p> <p style="text-align: center;">Spring 2</p> <p style="text-align: center;">FGB: training – Thursday 4 March at 7.30pm T&L: Thursday 11 March at 4pm Resources: Thursday 18 March at 9am</p> <p style="text-align: center;">Thursday 25 March – AGM at 7.15 pm & FGB at 7.30 pm</p>
	BL thanked AR for attending the meeting and AR left at 8.17 pm
	Part Two Confidential Item (without staff governor present)
453	<p>Part 2 Minutes of the Confidential Discussion at the FGB meeting on 24th September 2020</p> <p>Decision: All governors present at the September 2020 meeting AGREED, by a show of hands vote, that the confidential minutes were a TRUE and ACCURATE record of the discussion.</p>
	<p>BL THANKED governors for their contribution and closed the meeting at 8.19 pm.</p> <p style="text-align: center;">The board formally ratified these minutes on 4th March 2021.</p> <p style="text-align: right;">Signed by the Chair </p>

APPENDIX A

Governors' Questions to the Headteacher's Autumn Report

The Key article on updates within the Governance Handbook mentions an additional phonics screening check taking place in the autumn term with year 2 pupils as their usual phonics check was missed in the summer term of year 1. I haven't seen this mentioned anywhere else eg. the Headteacher's report so I would like to know if this is going ahead at St Mary's and if it has already occurred do we have any data yet?

Yes, the phonics screening that the current Year 2 children missed due to lockdown will take place in early December. We will share data as soon as we have it

Page 2 - Point 2. Do the aspirational targets reflect where you would have expected the children to be by the end of the year without the closure? In other words, is the aim to completely close the gap created by the closure of the school?

Yes, the aspirational targets are exactly that – where we would like the children to be at the end of the year having closed the gaps. Whether or not we get there is another debate, but keeping the aspirational targets the same will help us to see the impact of the catch up programme from this year

Page 2 - Point 3. Does the funding we've received fully cover the costs for the additional teacher and the intervention resources?

In short, no. While it goes a long way to helping, it will not cover 3 days per week for the full year, which is what we are going to need.

Page 3 - Point 1. Are there any additional measures the school can take to support staff and families? Do we need to set expectations with families on what the school can and can't reasonably be expected to do?

We are trying our best to 'go the extra mile' with as many families as possible on a case-by-case basis – ie. Those who we know are struggling. To the second point, it's difficult to know what to do here – many parents are 'on edge'.

Page 3 - Point 2.

a) The Office Manager had a very good working relationship with the borough admissions team and was very proactive in filling pupil vacancies (when we know sometimes the borough is not). Can we ensure this proactive work continues?

JB (School Business Manager) has picked this up. Since the Office Manager has moved on, we have filled a space vacated in Year 5 and filled an additional available space in Year 3, meaning we actually have one extra child than was recorded in the January census and thus extra funding. We don't have any evidence that the Borough is not proactive – they have been very helpful and do most of the work for us

b) The friendly welcome from the admin team is a differentiator for our school and something visitors and new parents often comment upon. Can we note we'd like this to continue? I know from my own experience that some school reception teams are much less friendly than ours!

This is vitally important and will definitely play a big part in our recruitment. JB is providing consistency of approach as we transition to a new team and the interim staff have been wonderful – polite, helpful and proactive.

Page 3 - Point 3. Our Y1 families experienced an unsettled staffing structure in Reception and will now see another teaching change. What measures are we taking to make the transition as smooth as possible, and importantly, how will this be communicated to parents?

It is going to be a significant challenge! Mrs Calvert will work alongside Mrs Hargreaves for a couple of days and they will have an extensive handover. The communications around this are vital. Both sets of parents will receive clear and detailed rationale for the decision. It is the best solution in the circumstances and hopefully all will come to see it that way. The emails will be sent out on Monday 30th November.

Item 6c - Will the parent forum take place this year?

Possibly in the summer term, once it is again safe to have mass gatherings.

Item 6g - Does the school have a security plan, including cyber?

We have an emergency evacuation procedure, a business continuity plan and an online and e-safety policy, where some of these issues are covered.

We do not have stand-alone security and cyber security policies, but I have begun to research some suitable templates for the school.

Item 6g Do all leadership staff meet the eligibility criteria for the Teacher Pension Scheme?

Yes – the scheme is the same for all teaching staff, regardless of being on the Leadership pay scale.