



# Minutes of Governing Board (GB) Meeting 45

Held on Tuesday 15<sup>th</sup> July 2021 Virtually (via Teams)

## Present:

Governor Category	Name	Additional Information	End of Term
St Mary's Hampton PCC nominee (7)	Kel (Michele) Razza (KR) Revd. Ben Lovell (BL) Hilary Hart (HH) Andrew Parish (AP) Timothy Stephens (TS)	Vicar, St Mary's Hampton Church; Chair of Governors  Chair, Resources Committee	11 March 2022 Ex-officio 1 April 2024 31 March 2022 25 Nov 2024
Parents (2)	Benjamin Opoku (BO)		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	10 July 2023 10 July 2023 14 July 2025

**Also attended:** Clare Struthers (CS, Clerk)

**Apologies:** Matthew White (MW, Headteacher, ex-officio)

Robert Hodges (RH, Vice Chair of Governors; Vice Chair, Resources; Vice Chair, Personnel & Pastoral  
End of term 26 Nov 2021)

Alana Rowlandson (AR, Staff Governor; end of term 22 November 2024)

Julie Booth (JB, School Business Manager, Advisor to the Board)

Minute	Discussion & Decisions
505	BL <b>welcomed</b> everyone to the meeting at 7.34 pm.
506	BL said that <b>apologies for absence</b> had been RECEIVED from: MW due to the extremely poor health of a close family member; RH, due to work commitments; AR, due to a lack of internet connection at her new address; and JB due to illness. The board ACCEPTED the apologies. BL said that TS had apologised he would be late arriving. AP REQUESTED to be apologised from the meeting at 8pm for ten minutes, after which time he would return; the board ACCEPTED AP's request. BL said that, despite the apologies for absence, the meeting was QUORATE and followed with a prayer to open the meeting.
507	<b>Declarations of Interest:</b> Governors CONFIRMED there were NONE RELEVANT to the matters for discussion.
508	<b>Previous meeting held on 11<sup>th</sup> May 2021</b> <b>Minutes of the previous meeting</b> <b>Decision:</b> All governors present at the May 2021 meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record of that meeting. BL signed the minutes after the meeting.
509	<b>Any Other Business Items Considered at the End of the Meeting</b> BL said that two items had been raised: <b>Government's Plan</b> for ' <b>Far More Schools</b> ' to be in a <b>Multi-Academy Trust by 2025</b> and <b>Management/Monitoring</b> of the <b>Risk Register</b> . Governors CONFIRMED there were no other matters to be raised.

510	<b>Headteacher's Summer Term Report</b>
510a	BL referred to a governor's feedback that the loss of Kick London was disappointing; BL said that this had unfortunately been a tough, but necessary, budgeting decision.
510b	<p>A governor asked whether 'more able' children should be included in the proposed SDP targets for the next academic year.</p> <p>Governors NOTED that with significant focus on catch-up during the next year academic, this would be important to ensure those pupils that had shown at least expected progress during lockdown were appropriately challenged.</p> <p><b>ACTION BL:</b> feedback to MW – consider updating 2021-22 SDP priorities – early autumn 2021</p>
510c	<p><b>A governor asked about the fixed term exclusions (four in the summer term) that had taken place.</b></p> <p>BL said that in line with the school's policy, he had been kept aware as Chair of Governors. BL explained that the exclusions had resulted from serious misbehaviour and said that there was a wide range of interventions in place with the aim of maintaining the child's education in school and for the safety of the other children in school.</p>
510d	<p>BL said that the recent recruitment process for the School Business Manager position had been successful and an offer had been made.</p> <p>As a member of the interview panel (with TS and MW), AP said that the new SBM had experience in the role at a relatively local church school.</p> <p>Governors recorded their THANKS to JB for her contribution to the school's finance reporting, recognising that she had made a significant contribution to the revised format.</p>
510e	<p>A governor NOTED that the commentary of the Headteacher's report stated that two Looked After Children ((LAC) had started at the school, but this was not reflected in the safeguarding section of the report.</p> <p><b>ACTION MW:</b> updated safeguarding report</p>
510f	<p>BL said that any further governor questions on the headteacher's report should be emailed to CS by Thursday 22<sup>nd</sup> July 2021.</p> <p><b>ACTION ALL Governors:</b> Email questions to CS by Thursday 22 July</p>
	<b>School's Finances</b>
511a	<b>2021-24 Budget Plan</b>
511a.1	AP said that a balanced budget had been achieved by making a number of difficult decisions. AP said that, for example, while welfare and mental health would be a focus for the next academic year, the school's budget was not able to support continuation of the Kick London mentoring service.
511a.2	A governor THANKED everyone involved in the budgeting process, recognising that achieving a balanced budget had been particularly challenging.
511a.3	AP said that the biggest element of the school's expenditure was staffing and said that, for example, a bold assumption had been made; a very limited budget for supply teacher cover had been allocated, such that in the main, teacher absence would be covered by the class Teaching

	<p>Assistant. AP said that supply teacher cover for a period of long-term, teacher sickness absence had not therefore been budgeted and should this happen, it would have a significant impact on the budget. AP said that the committee would monitor the impact of this change in practice. AP said that the committee had discussed the importance of this change being communicated to parents in the autumn term, along with renewed marketing of the development fund with the aim of raising vital, additional funds for the school.</p>
511a.4	<p>AP said that the school's main income stream for next year (GAG) was broadly in line with 2020-21.</p> <p><i>KR joined the meeting at 7.47pm, apologising for late arrival.</i></p> <p>AP explained that GAG income for the current academic year was based on the October census (number of children on the school roll) of the previous academic year. AP said that therefore the impact of reduced class sizes, experienced by both St Mary's and schools across Greater London due to families moving out of the capital since the pandemic, would impact the 2022-23 budget negatively.</p>
511a.5	<p>BL said that it was important for governors to note that a small end-of-year surplus had been projected for 2021-22 (£14,731; fourteen thousand, seven hundred and thirty-one pounds), which would not make a sufficient contribution to the school's reserves to, for example, cover the cost of the considerable IT investment that was essential in the near future. BL pointed out that poor IT infrastructure was a real, potential threat to staff morale and therefore significant IT investment would be essential in the short to medium term.</p>
511a.6	<p>AP said that from their review of the site plan, MW and JB had deferred many items until subsequent years. AP pointed out that it was important for the board to recognise that it was not possible to defer such spend indefinitely.</p>
511a.7	<p><a href="#">A governor asked about the rationale for making the Deputy Headteacher's role redundant as part of the restructuring exercise that had taken place in the summer 2021 term and asked how this compared to senior leadership team structures at other, similar-sized schools.</a></p> <p>AP said that within other local primary schools, a non-teaching Deputy Headteacher was considered a luxury that was no longer affordable.</p> <p>BL added that at the recent AGM, Inigo Woolf (member of the trust and Chief Executive of the London Diocesan Board for Schools) had noted the size of the senior leadership team compared to the size of the school and had flagged that a restructuring process might be necessary according to the budget's affordability. BL said that in the new structure, the Assistant Headteacher (AHT) would deputise for the Headteacher. BL NOTED that in the current structure (i.e. with the Deputy Headteacher in post), the AHT was the most senior employee below the Headteacher two days per week. BL said that that day was one of them, and said that when he (BL) visited St Mary's, the school was being well managed.</p> <p><a href="#">A governor asked the difference in responsibilities between an AHT and a DHT.</a></p> <p>A governor said that this would depend on the school and the senior leadership structure in place. This governor also said that it would be unusual for a DHT to not have some classroom responsibility, but also that it would be unusual for an AHT to have deputising responsibility.</p> <p>BL AGREED to liaise with MW regarding the AHT job description to determine the scope of the deputising for the role.</p> <p><b>ACTION BL:</b> AHT job description – deputising responsibility – discuss with MW – autumn FGB</p>


511a.8	<p>A governor NOTED that while the Deputy Headteacher role had not incorporated in-class teaching, SENCo responsibility had been included with the aim of the SENCo role being an employee's responsibility. This governor asked about the school's intentions for the SENCo role. AP explained that the timing of the conclusion of the restructuring process meant that there was not sufficient time to advertise and appoint a SENCo for the next academic year. AP said that Sarah Creegan (Interim SENCo) had agreed to continue to fulfil the role under the current contractual arrangement.</p> <p>BL added that as part of the budgeting process, the salaries budget line had been split between 'salaries – contracted' and 'uncontracted long-term staff', with the overriding, ongoing aim of decreasing the salary budget assigned to 'uncontracted long-term staff'. BL said that the aim was most certainly for the SENCo role to be fulfilled by an employee of the school.</p> <p><b>ACTION BL:</b> Discuss with MW – SENCo employee of school – by when? Autumn FGB</p> <p><b>Decision:</b> Governors UNANIMOUSLY AGREED the 2021-24 budget plan by a show of hands vote, with the understanding that:</p> <ul style="list-style-type: none"> <li>• It was based on the restructured leadership team with effect from September 2021, which would be Headteacher, Assistant Headteacher (with teaching responsibility), SENCo (part-time two days per week) and School Business Manager (part-time three and a half days per week) and;</li> <li>• It would be submitted to the ESFA by 31 July 2021.</li> </ul>
511b.1	<p><b>Expenditure Report (September 2020 – May 2021)</b></p> <p>Governors CONFIRMED the expenditure report (with accompanying commentary of significant variances from budget) had been circulated with the papers for the meeting, along with the relevant minute numbers detailing the Resources' committee monitoring. Governors CONFIRMED there were no further questions on the report and accompanying documents.</p>
511b.2	<p><b>Deficit Report</b></p> <p>AP said that increased staffing costs accounted for the bulk of the deficit and had been incurred due to a combination of the need to bubble classes (and therefore the inability to share staff across bubbles) and the cost of the intervention programme once children returned to school. AP said that the committee had acknowledged and agreed the importance of the intervention programme, but had also noted that the cost was not sustainable year-on-year. AP said that the three day-a-week intervention programme would continue for the next academic year, but, as mentioned previously, mentoring by Kick London would cease.</p> <p>BL pointed out that governors should be aware, even though the 'salaries' budget line was in budget, that did not reflect the true total cost, as there were also the supply costs to be taken into consideration.</p>
511c	<p><b>Audit Committee: Moore Kinston Smith Programme of Work for First Internal Audit</b></p> <p>AP said that this programme of work outlined the checks and balances that were to be carried out by the school's internal auditor (Moore Kingston Smith) at the first visit (formerly a role fulfilled by the school's Responsible Officer). AP said that items from the risk register for inclusion in the second internal audit would be discussed and agreed at the Resources committee's autumn term meeting.</p> <p>AP said that due to an update in the Academies Financial Handbook and COVID restrictions, an internal audit had not taken place during the current academic year. AP said that the school's</p>

	Responsible Officer, Michael Spraggs, had agreed to perform a visit, to cover the current academic year, early in the autumn 2021 term.
511d	<p><b>Lloyds Bank Signatories</b></p> <p><b>Decision:</b> Governors RESOLVED that Alan Jackson (former governor and co-Chair of Governors), Yvonne Lincoln (former governor and co-Chair of Governors), Catherine Davis (former Headteacher) and Denise Parker (former Office Manager) should be removed as signatories from the school's Lloyds bank account. Governors also RESOLVED that Amy Nesbit (Assistant Headteacher) and Julie Booth (School Business Manager) should be added as signatories to the school's Lloyds bank account.</p> <p>BL AGREED to sign the Lloyds Bank Resolution form after the meeting.</p>
	<b>Governance</b>
512a	<p><b>(MA 499a) Second Safeguarding Link Governor</b></p> <p>BL advised governors that an external safeguarding audit would take place in the autumn term, after which a proposal would be presented to the board for the appointment of the second link governor.</p> <p><i>A governor asked the reason for conducting the external safeguarding audit.</i></p> <p>BL said to obtain independent advice on the aspects of the school's procedures/reporting that should be tightened.</p> <p><i>A governor asked whether any aspect of the school's current procedures/reporting were a cause of concern, as from the headteacher's termly safeguarding reports, there was no indication that the school's practice was anything other than good.</i></p> <p>BL said that from the school's current practice it was not easy to identify weaknesses in the reporting. BL said that the school's Single Central Register contained all of the relevant information, but not in a way that made it easy to identify out-of-date DBS checks easily. BL also said that the school's recordkeeping was good, but there were other ways to keep records, for example on CPOMS, an online, cloud-based system. BL said that therefore the external review would be an opportunity to introduce best practice.</p> <p><i>Governors THANKED BL for the update and recognised that the review would be an extremely worthwhile process.</i></p> <p><b>ACTION BL:</b> second safeguarding link governor – autumn term</p>
512b	<p><b>Teaching &amp; Learning Committee</b></p> <p>JW referred governors to the minutes that reported the committee's discussion in detail, including their monitoring of the verbally presented, end-of-year, teacher-assessed data.</p> <p><i>AP left the meeting at 8.09 pm</i></p> <p>JW said that the leadership team had identified the areas of focus for the next academic year, which had determined the priorities for the next academic year.</p> <p><i>A governor asked whether the school's end-of-year data was in line with Richmond borough.</i></p> <p>JW explained that schools were not required to report data to the borough or to the DfE this academic year; data had been collected purely for the school's internal monitoring. JW said that the teacher-assessed attainment had been compared to the 2019 Richmond borough reported data, as this was the most recent national submission. JW said that in most areas, except Writing, which would be a focus for the next academic year, St Mary's was at least on a par with, if not better than, the 2019 reported data for Richmond.</p> <p>BL said that Karen Feeney, School Improvement Partner, had been a valuable, critical friend to the school, but in the autumn term, would be handing over to a new SIP.</p>

	Governors recorded their THANKS to Karen Feeney for the detailed reports that had been provided and also welcomed the involvement of a new SIP.
512c	<p><b>2021-22 &amp; 2022-23 Admissions Policies</b></p> <p>CS CONFIRMED that the new Admissions Code effective from 1 September 2021 had successfully passed through Parliament.</p> <p><b>Decision:</b> Governors unanimously RATIFIED the 2021-22 and 2022-23 Admissions Policies.</p>
512d	<p><b>Governors' Terms of Office / Vacancies</b></p> <p style="text-align: right;"><i>TS and AP joined the meeting at 8.18pm</i></p>
512d.1	<p><b>End of Term of Co-opted Governor</b> (6 Sept 2021): Governors RECOGNISED JW's valuable contribution to the board since the school opened. In view of there being vacancies (2 PCC-nominated), the difficulty of recruiting new governors during the pandemic and that JW had recently taken responsibility for chairing the Teaching &amp; Learning committee, which already had a limited number of members (who were relatively new to governing with St Mary's), BL PROPOSED that JW be co-opted for a further four-year term.</p> <p><b>Decision:</b> Governors UNANIMOUSLY supported (except PA and ST, as co-opted governors) JW's re-appointment as a co-opted governor with a term of office ending 14<sup>th</sup> July 2025.</p> <p>BL THANKED JW for agreeing to be a member of the board for a further term and said that her contribution was very much appreciated and valued.</p>
512d.2	<p><b>Parent Governor:</b> BL said that RH's term of office would come to an end in the autumn 2 half term. BL said that following the review of the skills audit at the autumn 1 FGB, an election would be held and the skills gap(s) included in the communication to the parent body.</p> <p>CS said that if the board would like to retain RH's skills for a period of time, there was the option to appoint him as an associate member.</p>
512d.3	<p><b>PCC-Nominated Governors:</b> BL said that the two PCC-nominated governor vacancies were being advertised in the St Mary's church newsletter; BL NOTED that it had been particularly challenging to recruit during the pandemic. BL also noted that AP and KR's terms of office were due to end in the spring 2022 terms.</p>
512e	<p><b>Governors' Self-Evaluation:</b> BL said that this was a very informative process and asked all governors to return their completed form to CS by the end of the summer term.</p> <p style="text-align: center;"><b>ACTION ALL Governors:</b> return completed self-evaluation to CS by 22 July 2021</p>
512f	<p><b>2021-22 Calendar of Governors' Meetings</b> (see Appendix 1)</p> <p><b>Decision:</b> After discussion, governors AGREED:</p> <ul style="list-style-type: none"> <li>Resources committee and FGB would be in-person meetings, as long as there were no prohibiting restrictions necessary due to the pandemic;</li> <li>Personnel &amp; Pastoral and Teaching &amp; Learning committees would meet virtually at the slightly later time of 4.30pm (as long as this time was convenient with the school).</li> </ul>
512g	<p><b>2021-22 AfC Schedule of Governor Training</b></p> <p>BL reminded governors that the board had RESOLVED to attend at least one training event each academic year and asked governors to review the schedule.</p> <p>BL asked governors to refresh their safeguarding training, if this had been completed more than three years ago.</p>



	<b>ACTION ALL Governors:</b> book training event; complete safeguarding training
512h	<p><b>COVID Monitoring Priorities – NGA Guidance (8 July 2021)</b></p> <p>AP THANKED MW for taking himself and RH on a learning walk around school, which had been an interesting and informative experience.</p> <p>AP said that the good hygiene and cleaning practices and ventilation (detailed in the school's COVID risk assessment) would continue in the autumn term, as the DfE had not issued updated advice to schools. In addition, staff would be able to continue to wear masks while moving around the school. AP said that therefore although restrictions were being lifted on 19 July 2021, good practice regarding hygiene and infection control would continue in the next academic year.</p> <p>AP said that MW had advised that the school's COVID risk assessment would be reviewed at the appropriate time in the autumn term and governors would be kept informed.</p> <p><b>Wellbeing across the school community:</b> AP said that there had been significant discussion of the intervention groups, which took place in the art/music room. AP said that about forty-five children attended the intervention sessions, led by Mrs Firmin, who would continue to be the lead teacher for the next academic year. AP said that MW had explained that the children attending the intervention groups and the activities completed were changed regularly.</p> <p>AP said that the mentoring provided by Onside would continue for the next academic year.</p> <p>AP said that in terms of the learning environment in general, himself and RH had been impressed to see the high quality of the artwork in the up-to-date displays around the school. AP said that Miss Berry (Reception Teacher) was reviewing the Reception outdoor learning environment to make it an all-year-round area.</p>
513	<p><b>(MA 500) Mission – Values – Vision – Strategy</b></p> <p>BL said that a questionnaire had been circulated to the children and teachers. BL THANKED the working party members for their ideas on the community and parent questionnaires, which would be circulated in the autumn term, when progress with the project would resume in earnest.</p>
514	<b>AOB</b>
514a	<p><b>Government's Plan for 'Far More Schools' to be in a Multi-Academy Trust by 2025</b></p> <p>BL said that since the Education Secretary's statement in March 2021, there had been no further update. BL said that despite this, the trust should be proactive in exploring its options initially through the LDBS.</p> <p><b>In reply to a governor,</b> CS explained that should St Mary's join a multi-academy trust, an additional layer of governance would be introduced. The current board of trustees would effectively become a local academy committee that reported to the trust board for the whole MAT, overseen by the members of the company. CS said that it would be beneficial for the school to explore the options available.</p> <p><b>ACTION BL:</b> Discuss MATs with MW – update to autumn FGB</p>
514b	<p><b>Management/Monitoring of the Risk Register</b></p> <p>BL said that it had been suggested that there was a link governor to champion regular updating.</p>

	<b>ACTION BL/MW:</b> Risk Register Link Governor – update to autumn FGB
515	<p><b>Governors' Meetings - Autumn 2021</b></p> <p>Autumn 1:</p> <p style="padding-left: 100px;"><b>FGB:</b> Thursday <b>30 September</b> at 7.30pm in <b>school</b>  <b>P&amp;P:</b> Thursday 14 October at <b>4.30pm</b> on <b>Teams</b>  <b>Resources:</b> Thursday <b>21 October</b> at 9am in <b>school</b></p> <p>Autumn 2:</p> <p style="padding-left: 100px;"><b>T&amp;L:</b> Thursday 18 November at <b>4.30pm</b> on <b>Teams</b>  <b>FGB:</b> Thursday <b>2 December</b> at 7.30pm in <b>school</b>  <b>Resources:</b> Thursday <b>16 December</b> at 9am in <b>school</b></p>
	<b>PART 2 CONFIDENTIAL</b>
516a	<p><b>CONFIDENTIAL Minute</b> of the <b>previous meeting</b> held on <b>11<sup>th</sup> May 2021</b>  <b>Decision:</b> All governors present at the May 2021 meeting AGREED, by a show of hands vote, that the minute was a TRUE and ACCURATE record of their discussion.  BL signed the minutes after the meeting.</p>
516b	<p><b>(MA 503) Update by Finance Working Party</b>  <i>Discussion recorded in a separate confidential minute.</i></p>
517	<p>BL closed the meeting at 9.06pm, thanking governors for their contribution to the governance of the school during a challenging year.</p>
	<p style="text-align: center;"><b>The board formally AGREED these minutes to be a TRUE and ACCURATE record at their next meeting on 30<sup>th</sup> September 2021.</b></p> <p style="text-align: right;">Signed by the Chair </p>

*Summary of the actions from the meeting detailed on the next page.*



## **FGB 45: Summary of Actions**

<b>Minute Number</b>	<b>By Who</b>	<b>Action</b>	<b>By When</b>
510b	BL/MW	Consider updating SDP priorities to include ‘more able’ children	Autumn 1 FGB
510e	MW	Update number of LAC in Safeguarding Report	Autumn
510f	ALL	Questions on HT’s summer report to CS	22 July 2021
511a.7	BL/MW	AHT job description – deputising responsibility	Autumn 1 FGB
511a.8	BL/MW	SENCo role – employee of the school – by when?	Autumn 1 FGB
512a	BL	Second safeguarding link governor	Autumn 1 FGB
512e	ALL	Complete self-evaluation	22 July 2021
514a	BL/MW	Government’s drive for more schools to be part of a MAT	Autumn 1 FGB
514b	BL/MW	Risk Register Link Governor?	Autumn 1 FGB
516b.1	BL/MW	Impact of restructure	Autumn 1 FGB

## APPENDIX 1: 2021-22 Schedule of Governors' Meetings

ALL meetings scheduled to take place on **THURSDAY** (except summer 2 FGB)

	<b>P&amp;P</b> <b>4.30PM</b> <b>VIRTUAL</b>	<b>T&amp;L</b> <b>4.30 PM</b> <b>VIRTUAL</b>	<b>RESOURCES</b> <b>9 AM</b> <b>AT SCHOOL</b>	<b>AGM</b> <b>7.15 PM</b> <b>AT SCHOOL</b>	<b>FGB</b> <b>7.30 PM</b> <b>AT SCHOOL</b>
<b>AUTUMN 1</b> INSETs: 1-3 Sept <b>Thurs 6 Sept –</b> <b>Thurs 21 Oct</b> INSET: Fri 22 Oct	<b>14 Oct</b>		<b>21 Oct</b>		<b>30 Sept</b>  GB Business GB skills audit GB Evaluation
<b>AUTUMN 2</b> <b>Mon 1 Nov –</b> <b>Fri 17 Dec</b> INSET: Fri 19 Nov		<b>18 Nov</b>	<b>16 Dec</b>		<b>2 Dec</b>  Annual Report
<b>SPRING 1</b> INSET: Tues 4 Jan  <b>Weds 5 Jan –</b> <b>Fri 11 Feb</b>	<b>27 Jan</b>		<b>10 Feb</b>		<b>3 Feb</b>  Strategy Review  Training
<b>SPRING 2</b>  <b>Mon 21 Feb –</b> <b>Fri 1 April</b> INSET: Fri 18 March		<b>10 March</b>	<b>24 March</b>	<b>31 March</b>	<b>31 March</b>
<b>SUMMER 1</b>  <b>Tues 19 April –</b> <b>Fri 27 May</b>	<b>5 May</b>		<b>19 May</b>		<b>26 May</b>
<b>SUMMER 2</b> INSET: Mon 6 June <b>Tues 7 June –</b> <b>Wed 20 July</b> INSETs: <b>21 &amp; 22 July</b>		<b>7 July</b>	<b>23 June</b>		<b>MONDAY</b>  <b>18<sup>th</sup> July</b>