



Minutes of Governing Board (GB) Meeting 46

Held on Thursday 30th September 2021

At St Mary's Hampton CE Primary School, Oldfield Road, Hampton, TW12 5HP

Present:

Governor Category	Name	Additional Information	End of Term
Head Teacher (1)	Matthew White (MW)		Ex-officio
St Mary's Hampton PCC nominee (7)	Revd. Ben Lovell (BL) Andrew Parish (AP) Timothy Stephens (TS)	Vicar, St Mary's Hampton Church; Chair of Governors Chair, Resources Committee (joined on Teams) (Joined on Teams)	Ex-officio 31 March 2022 25 Nov 2024
Parents (2)	Benjamin Opoku (BO)		8 Nov 2024
Staff (1)	Alana Rowlandson (AR)		22 Nov 2024
Co-opted (Up to 3)	Sophie Tait (ST) Jennifer Walker (JW)	Chair, Personnel & Pastoral Committee Chair, Teaching & Learning Committee	10 July 2023 14 July 2025

Also attended: Clare Struthers (CS, Clerk)

Apologies: Robert Hodges (RH, Parent Governor; End of term 26 Nov 2021)
Hilary Hart (HH, St Mary's Hampton PCC-nominee; end of term 1 April 2024)
Kel (Michele) Razza (KR, St Mary's Hampton PCC-nominee; 11 March 2022)
Nick Woods (NW, LDBS appointee; end of term 24 February 2024)
Paul Adams (PA, Co-opted Governor; end of term 10 July 2023)

Minute	Discussion & Decisions
518	BL welcomed everyone to the meeting at 7.38 pm and opened with a prayer.
519	BL said that apologies for absence had been RECEIVED from RH, KR, HH, PA and NW for various reasons. The board ACCEPTED the apologies. BL said that TS was aiming to join the meeting at 8pm via Teams.
520	Declarations of Interest: Governors CONFIRMED there were NONE RELEVANT to the matters for discussion.
521a	Previous meeting held on 15th July 2021 Minutes of the previous meeting Decision: All governors present at the July 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.
521b.1	Matters Arising from Previous Meeting (MA 514a) Government's Plan for 'Far More Schools' to be in MAT by 2025 MW AGREED to liaise with the LDBS School Advisor. ACTION MW: Contact LDBS – discuss opportunities to join a MAT – update Dec FGB
521b.2	(MA 499e) Uniform Policy Review MW said that in terms of affordability and measures to assist disadvantaged families, the

	<p>PTFA’s second-hand uniform ‘shop’ was working well.</p> <p>MW said that he would be working with the new School Improvement Partner, Marie Newman (MN), on reviewing the school’s supplier, as MN had set up a uniform shop on the site of the school where she was previously headteacher. MW said that as well as providing affordable and more easily accessible uniform for parents, such a venture would generate much needed funds for the school.</p> <p>A governor said that as parents would often consider purchasing new uniform during the summer break, it would be useful if a second-hand uniform sale could be organised at this time, as well as planning opening times for the on-site uniform shop, should this venture go ahead.</p> <p>MW AGREED to liaise with the PTFA and to develop the plan for an on-site uniform shop.</p> <p>ACTION MW: PTFA – publicise dates/times second hand uniform sales (including summer)</p> <p>ACTION MW: on-site school uniform shop – present plan/policy to Dec FGB</p>
	<p>Governance</p>
522a.1	<p>CS said that one nomination had been RECEIVED for Chair of Governors, as stated on the agenda for the meeting.</p> <p>Governors CONFIRMED that there were no further nominations to be made at the meeting.</p> <p>Decision: Governors UNANIMOUSLY ELECTED BL as Chair of Governors for the 2021-22 academic year and until the first FGB meeting of the next academic year, by a show of hands vote.</p>
522a.2	<p>BL said that one nomination had been RECEIVED for Vice Chair of Governors, as stated on the agenda for the meeting.</p> <p>Governors CONFIRMED that there were no further nominations to be made at the meeting.</p> <p>Decision: Governors UNANIMOUSLY ELECTED RH as Vice Chair of Governors until the end of his term of office (November 2021), by a show of hands vote.</p>
522b	<p>Any Other Business Items Considered at the End of the Meeting</p> <p>MW said that there was one item of which governors should be advised.</p>
522c 522c.1	<p>Governance Documentation for the 2021-22 Academic Year</p> <p>Standing Orders 2021-22</p> <p>Governors considered whether provision should be made for members of the board to attend meetings remotely when the board had agreed the meeting should be in-person, i.e. for Resources committee and full governing board meetings during the current academic year.</p> <p>A governor expressed concern regarding a culture of hybrid meetings becoming the ‘norm’, due to: ensuring legitimacy of votes, the quality of discussion, power dynamic between those in the room and those online in terms of the level of contribution to the discussion, and technology constraints. This governor went on to say that there would always be pressures on individuals to not attend a meeting in person, but for the benefit of the function of the board and its strategic operation, in-person attendance was extremely important.</p> <p>Governors AGREED that attending an in-person meeting virtually should only be authorised for self-isolation reasons, as expressed in the paragraph contained in the Virtual Meeting Protocol.</p> <p>A governor explained that participation by those joining an in-person meeting virtually could be maximised by effective chairing of the meeting, such as the chair requesting participation</p>

	<p>throughout the meeting.</p> <p>Governors AGREED that the Virtual Meeting Protocol should be referred to in paragraph 32a of the Standing Orders and that rather than requiring 48 hours notice of virtual participation, this should read ‘as soon as possible before the meeting, preferably at least 24 hours’.</p> <p style="text-align: right;"><i>TS joined the meeting 8.02pm</i></p> <p>Governors AGREED that there should be the technology and procedures in place to encourage and enable all members of the board to participate in discussions and therefore the school should purchase a conference microphone to enable governors to join an in-person meeting virtually when the circumstances detailed in the Virtual Meeting Protocol apply.</p> <p style="text-align: right;"><i>(After the meeting, CS provided MW with details of a conference microphone recommended by the LDBS Clerking Service.)</i></p> <p>Decision: Governors AGREED the 2021-22 Standing Orders (incorporating the Open and Virtual Meeting Protocols) with the understanding that the contents would be kept under review for their effectiveness in practice.</p>
522c.2	<p>2021-22 Scheme of Delegation</p> <p>CS said that the scheme was based on the model provided by The Key. Governors considered the following two points:</p> <ul style="list-style-type: none">• The level of day-to-day spending decisions by the headteacher and AGREED that this should be retained at £5K (five thousand pounds) and that any expenditure above this limit should be reported to the Resources committee as it occurred in order that a decision could be taken in subsequent years as to whether the limit needed to be increased in line with day-to-day spending;• ‘Convene a meeting to consider reinstating an excluded pupil’ should be delegated to a committee, of which one member should be the Exclusions trained governor. CS explained the limited circumstances in which the task would be delegated to the chair or vice chair of governors. <p>Decision: Governors AGREED the 2021-22 Scheme of Delegation with the above changes.</p>
522c.3	<p>Decision: Governors AGREED the 2021-22 FGB Terms of Reference.</p>
522c.4	<p>2021-22 Governor Roles</p> <p>Decision: Governors AGREED that for the current academic year, the:</p> <ul style="list-style-type: none">• Members of the HTPR group were ST (Chair), HH and NW;• Members of the Pay Appeal Panel would be three governors, who were not members of the Personnel & Pastoral Committee;• SDP priorities monitored by the Personnel & Pastoral and Teaching & Learning Committees, as detailed on the Governor Roles document;• Link governor for PE and Sport Premium was BO;• Link governor for the risk register was PA. <p>Governors NOTED that the second safeguarding link governor role continued to be vacant and AGREED that consideration should be given to assigning this second link role as part of the PCC</p>

522c.5	<p>governor appointment.</p> <p>Decision: Governors AGREED the 2021-22 Conflict of Interest Policy.</p>
522d	<p>Committee structure / membership 2021-22 & terms of reference:</p> <p>Decision: Governors AGREED the committee terms of reference and APPOINTED the committee Chairs:</p> <ul style="list-style-type: none"> • Personnel & Pastoral – ST • Resources – AP • Teaching & Learning – JW.
522e	<p>Governors’ Code of Conduct 2021-22</p> <p>CS said that the Code of Conduct circulated with the papers for the meeting was based on the NGA model, with the following additions by AfC:</p> <ul style="list-style-type: none"> • Equality of opportunity • Safeguarding – reading the entire KCSIE statutory guidance • DBS checks • Creating an inclusive environment for the board • Recognising the role of parent governors is to bring a parent’s perspective not to ‘canvas’ parents’ views and bring them to the meeting • Virtual meetings – adapting where necessary • Statement about sharing governors’ your data • Disqualification criteria for membership of a governing board. <p>Governors AGREED that AfC’s bullet point regarding making decisions by email should be removed, as this was not in line with the trust’s Articles of Association.</p> <p>Decision: Governors ADOPTED the 2021-22 Code of Conduct with the statement regarding making decisions by email deleted.</p>
522f	<p>Safeguarding: Part One versus condensed Part One (Annex A)</p> <p>CS said that the September 2021 version of KCSIE included a condensed version of Part One at Annex A, which was new for this version of the statutory guidance.</p> <p>Decision: Governors AGREED that all members of the school community whether they work directly with children or not should read Part One to ensure a comprehensive understanding of their safeguarding responsibilities and to promote the welfare of and to safeguard children.</p>
522g	<p>Declarations to be completed on Governor Hub:</p> <p>CS asked governors to complete the following declarations on Governor Hub by Friday 8 October, reiterating the legal requirement to publish a register of interests on the school’s website and that this would be prepared from the information declared:</p> <ul style="list-style-type: none"> • Code of Conduct • Annual Declaration of Interests • KCSIE – read entire statutory guidance; changes summarised at Annex G • Academy Trust Handbook – read at least part 8 ‘The Musts’ • Governors’ Privacy Notice. <p>In reply to a governor, CS said that the Privacy Notice had been provided by David Coy (DPO)</p>


	and had been updated in July 2021.
522h	Governors NOTED the Annual Agenda Plan 2021-22 and Policy Schedule circulated with the papers for the meeting.
522i	<p>Governor Training BL reminded governors of the RESOLUTION for every governor to attend at least one training event in an academic year and encouraged everyone to review AfC’s schedule.</p> <p><i>After brief discussion,</i> governors AGREED to liaise with CS regarding their selected events in order to achieve a balanced approach to the events attended across the board.</p>
522j	<p>Risk Register Decision: Governors AGREED that the board’s annual review of the risk register would most appropriately take place at the December FGB when each of the committees had reviewed their assigned risks.</p> <p>ACTION CS: Risk Register – committee agendas – FGB Dec Agenda</p>
522k	<p>Governor Self-Evaluations (2020-21) BL THANKED governors for completing the skills audit and self-evaluation form; the information shared was useful for the future planning of the board. BL said that the skills audit had identified two areas of weakness, education knowledge and financial planning. BL said that these skills would be considered when the forthcoming governor vacancies were filled.</p>
522l	<p>(MA 424c) Forthcoming/Current Governor Vacancies:</p> <p>522l.1 BL said that regarding the two PCC-nominated governors whose terms of office were ending in March 2022, one governor was willing to stand for re-nomination, the other’s term of office would come to an end. Governors AGREED for some continuity, retention of knowledge/skills and the challenge of recruiting new governors in the current climate, this was welcome.</p> <p>522l.2 BL said regarding the PCC-nominated vacancies, there were two potential candidates one of whom had an education background (identified by the skills audit, see minute 522k), and were male.</p> <p><i>Governors acknowledged that appointing two further male colleagues would add to the lack of gender diversity on the board.</i> <i>A governor asked the selection process for recruiting governors to join the board.</i> BL explained that according to the trust’s articles of association: two governors were elected by the parent body, one governor was elected by the staff, one governor was appointed by the LDBS, seven governors were nominated by St Mary’s Hampton PCC, and up to three governors could be co-opted. CS added that the PCC governors were nominated by St Mary’s Hampton PCC and appointed by the board.</p> <p><i>A governor said that it would be good practice to include blind screening in the governor appointment process, whereby the potential governor’s profile was shared with the board anonymously.</i> BL said that the board’s concern regarding its lack of diversity would be communicated to St Mary’s Hampton PCC. <i>In reply to a governor,</i> BL said that the PCC vacancies had been advertised on the church noticeboard and in the church newsletter.</p>

522i.3	<p>Governors AGREED the lack of diversity on the board and the selection/appointment process for new governors should be included on the risk register.</p> <p>ACTION CS: autumn P&P agenda – new risks – lack of diversity on board; new governor selection/appointment process</p> <p>After discussion, governors AGREED the parent governor election process should commence at the beginning of the autumn 2 half term.</p> <p>Governors discussed ways of enhancing the visibility of their role within the school community, with a view to encouraging nominations. Governors AGREED one potential route would be to include a section as part of a parent forum presentation, the content and timing of which would be discussed at the autumn term P&P meeting.</p> <p>ACTION CS: include ‘role of governors’ as part of parent forum presentation? – P&P agenda</p> <p>ACTION MW: parent governor election process – beginning of autumn 2 half term</p>
522m	<p>Company Secretary</p> <p>Decision: Governors RESOLVED that Clare Struthers be appointed as the Company Secretary for Hampton St Mary Academy Trust with immediate effect.</p>
522n	<p>Governor Hub and The Key subscription (£350 for both through LDBS)</p> <p>Decision: Governors AGREED that membership of The Key would be very useful.</p> <p>ACTION MW: Contact LDBS – membership of The Key & Governor Hub (£350)</p>
522o	<p>CS advised governors of the DfE Guidance on Understanding Data (September 2021) circulated with the papers for the meeting.</p>
522p	<p>Calendar of Governors’ Meetings</p> <p>Decision: Governors AGREED the change of date for the autumn T&L committee meeting to Thursday 25th November 2021.</p>
522q	<p>2020-21 Annual Report</p> <p>Decision: Governors AGREED a working party comprising BL, AP and TS should prepare the draft annual report for presentation to the December FGB for signature.</p>
523	<p>Updated Response to Covid-19</p> <p>MW said that the school’s COVID risk assessment, updated for the start of the academic year, and the Outbreak Management Plan were published on the website to ensure transparency and accessibility for the whole school community.</p> <p>Governors CONFIRMED that both the COVID risk assessment and Outbreak Management Plan were ROBUST and having reviewed the contents CONFIRMED that the Outbreak Management Plan detailed: relevant roles and responsibilities, when and how public health advice would be sought; and detailed the types of control measures that might be put in place.</p> <p>A governor asked about the school’s plans for covering staff absence.</p> <p>MW said that as advised at the July FGB when the school’s budget was agreed, there was no contingency for supply staff cover. MW said that the extremely tight budget necessitated that teacher and teaching assistant absence be covered internally. MW said that governors should recognise that by the nature of being a small school, there was a limited number of staff to cover staff absence and there would ultimately impact on staff wellbeing.</p> <p>Governors ACKNOWLEDGED the school’s challenge and AGREED that a new risk, with Resources and Personnel & Pastoral committees having joint responsibility to monitor, should be added to the register.</p>

	<p>A governor NOTED the importance of also recognising the impact of absence by those staff not employed directly by the school (catering and cleaning).</p> <p>ACTION CS: Agenda P&P/Resources – new risk – impact of staff absence due to COVID</p>
	<p>School Improvement</p>
524a	<p>Draft 2021-22 School Development Plan</p> <p>MW said that this academic year’s school development plan was primarily focussed on educationally driven targets and said that it was pleasing to be able to return to the focus being on advancing the children’s learning. MW said that the welfare of the whole school community was also included.</p> <p>MW said that governor feedback, summarised at appendix A at the foot of the minutes, would be incorporated into the SDP.</p> <p>MW said that the aim in developing the SDP targets had been to ensure they were robust and relevant to the school. MW said that the targets had been developed by members of the team with the appropriate responsibility, which governors AGREED was pleasing to see.</p> <p>A governor asked for clarification regarding wave 2 and wave 3 interventions.</p> <p>MW said that most intervention was provided internally and included those provided under wave 2; MW said that wave 3 intervention involved outside agencies. MW said that usually children would move through the stages of intervention.</p> <p>A governor NOTED that the strategic development of the site should form a priority in future SDPs to ensure this was appropriately maintained.</p> <p>MW NOTED that there was a separate site plan in place.</p> <p>A governor NOTED that approximate costings had only been given for the first (wellbeing) and last (strategy) targets.</p> <p>MW CONFIRMED that the costings would be applied in consultation with the School Business Manager, Helen Vernon.</p> <p>In reply to a governor, MW said that costing identified in the previous year’s budget would be carried forward to the current year (where appropriate), but there would also be additional costs for certain targets.</p> <p>Decision: Governors AGREED the school development plan as an active, working document and that the targets would be monitored by the committees and the board as follows:</p> <p>P&P</p> <ul style="list-style-type: none">• To develop a wellbeing programme for the whole school community, which promotes, supports & maintains good mental health for all• To develop a school-wide behaviour policy aimed not just at fostering good outward behaviour and conduct, but inspiring lifelong moral, spiritual, social and ethical understanding <p>T&L</p> <ul style="list-style-type: none">• To develop a school-wide strategy to provide clear and consistent feedback for all children, which impacts learning and accelerates progress and attainment• To ensure that writing across all subjects reflects the accuracy and quality required to at least meet the expectations in each year group• To successfully implement the new early reading and Phonics scheme across the school

	<ul style="list-style-type: none"> To implement new 'Power Maths' scheme to ensure consistently high-quality opportunities for pupils in all year groups, especially the most able pupils, to apply their mathematical learning and improve their reasoning skills <p>FGB</p> <ul style="list-style-type: none"> To clearly define the mission, vision, values and strategy of the school and communicate these appropriately to all stakeholders. <p>Governors AGREED to discuss the appropriate monitoring at the autumn term committee meetings.</p> <p>Governors acknowledged that the Resources committee had not been assigned a specific SDP target to monitor, but recognised that this created the appropriate capacity for the committee to conduct the legally required financial and audit monitoring.</p>
524b	<p>Monitoring & Evaluation Cycle 2021-22</p> <p>MW said that both the monitoring and evaluation cycle and the appraisal objectives were linked to the school development plan targets. MW said that all staff were fully aware of the activities that would be taking place as part of the monitoring and evaluation cycle, the outcome of which provided useful accountability measure to report to governors.</p> <p>Governors THANKED MW for sharing this and said that it was pleasing to hear the school's management processes formed a coherent whole.</p>
524c	<p>School Improvement Partner</p> <p>MW recorded THANKS to Karen Feeney (former SIP), who had been an enormous support to the school in terms of the quality of the SIP reports presented and her impact on school improvement.</p> <p>MW said that he looked forward to working with Marie Newman, a former Headteacher, who was the school's new SIP and was also new to the role.</p>
525a	<p>Budget Plan – Update on Matters Arising from Previous Meeting</p> <p>(MA 511a.7) Assistant Head Teacher deputising responsibility</p> <p>MW said that Amy Nesbit, Assistant Headteacher, deputised in his absence.</p> <p>A governor asked whether additional staffing cost had been incurred when the Assistant Headteacher was out of class while MW attended the Year 6 residential trip.</p> <p>MW said that staffing had been covered internally.</p>
525b	<p>(MA 511a.8) SENCo Role</p> <p>MW said that Sarah Creegan would continue in the SENCo role and that a one-year, rolling contract was being prepared.</p>
525c	<p>2021-22 Organisation Chart</p> <p>MW said that the names and job titles (including the designated and deputy designated safeguarding leads) would be shared with parents in the newsletter that week to ensure clarity of the senior leaders responsibilities and the communication process.</p> <p>Governors NOTED the importance of maintaining the information published on the website in a timely manner and AGREED that this should be discussed at the next Resources committee meeting, along with acknowledging that resources were likely to be needed to redesign the school's website in the short to medium term.</p>

	Governors THANKED MW for sharing the staffing structure for the current academic year, which clearly presented key responsibilities.
	Mission-Values-Vision-Strategy Working Party
526	Before the meeting, RH had reported that the aim would be to re-engage the process before the end of this half term. ACTION RH: Working Party Update – Dec FGB
527a	SEND Information Report Decision: Governors noted the updates and AGREED the SEND Information Report.
527b	Safeguarding & Child Protection Policy MW said that the updated model policy was awaited from AfC; the school’s policy would be updated as soon as it was received. <i>(After the meeting, MW advised that AfC’s model policy had been delayed until the October half term.)</i>
528	AOB MW said that there was an on-going dialogue with a parent, as part of which it was evident that the role of governors was clearly not understood. MW said that the parent had been repeatedly advised of the school’s relevant policies to formally raise matters with the school, such as the complaints policy. MW said that the school had actively tried to encourage the parent to engage through the appropriate process, however, the parent was adamant that they wanted to speak with a governor. MW said that advice had been sought from both AfC Governor Support and LDBS HR. BL ADDED that the parent’s request for a meeting with the Chair of Governors had been refused on the basis that it was not in line with the school’s process and for fairness to all members of the parent community. A governor asked whether there was a risk of the parent engaging other, outside parties rather than engaging with the school’s procedure. MW explained that following the most recent advice from LDBS HR, a mediation meeting with an appropriately trained LDBS employee had been offered to the parent, in order for the parent to have the opportunity to share their views. MW said that if the parent engaged with this, it would be explained that the school’s approach to raising concerns was similar to that followed by all schools. Governors were pleased to hear of the offer of a mediation meeting and hoped that the parent engaged with this opportunity.
529	Governors’ Meetings - Autumn 2021 Autumn 1 P&P: Thursday 14 October at 4.30pm Resources: Thursday 21 October at 9am Autumn 2 T&L: Thursday 25 November at 4.30pm – NEW DATE FGB: Thursday 2 December at 7.30 pm Resources: Thursday 16 December at 9am

	AR left the meeting at 9.31pm.
	PART 2 CONFIDENTIAL
530a	CONFIDENTIAL Minute of the previous meeting held on 15th July 2021 Decision: All governors present at the July 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.
530b	Matters Arising from Previous Meeting: <i>Discussion recorded as a separate confidential minute</i>
531	BL closed the meeting at 9.34pm, thanking governors for their contribution to the discussion.
	<p style="text-align: center;">The board formally AGREED these minutes to be a TRUE and ACCURATE record at their next meeting on 2nd December 2021.</p> <p style="text-align: center;">Signed by the Chair </p>

APPENDIX A

Minute 524a: Governor's Feedback on SDP Targets

Wellbeing Target:

- How will it be evaluated?
- Potentially follow up with a survey/questionnaire to measure progress.
- Important to have steps in place to involve the whole school and keep everyone updated on progress

Marking/Feedback Target:

- How to track the cause and effect of improved marking/feedback. A specific case study that really demonstrates it would be helpful.

Behaviour Policy Target:

- Ready, Respectful and Responsible is great and a parent-working-group approach will involve the whole community. The way progress will be monitored should be recorded.