



Minutes of Governing Board (GB) Meeting 47

Held on Thursday 2nd December 2021

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

Present:

Governor Category	Name	Additional Information	End of Term
Principal	Matthew White (MW)	Headteacher	
St Mary's Hampton PCC (7)	Revd. Ben Lovell (BL)	Chair of Governors; Vicar, St Mary's Hampton Church	Ex-officio
	Michele (Kel) Razza (KR)		11 March 2022
	Tim Stephens (TS)		25 Nov 2024
	David Western (DW)	Observer (until minute 537a)	1 Dec 2025
LDBS (1)	Nicholas Woods (NW)		24 Feb 2024
Co-opted (3)	Paul Adams (PA)		10 July 2023
	Jennifer Walker (JW)	Chair, T&L	14 July 2025
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024
Associate	Robert Hodges (RH)	Observer (until minute 537b)	31 Aug 2021

Also Attended: Clare Struthers (Clerk to Governors)

Apologies: Andrew Parish (AP; St Mary's PCC; 31 March 2022; Chair, Resources Committee)
 Sophie Tait (ST; co-opted governor; 10 July 2023; Chair, Personnel & Pastoral)
 Benjamin Opoku (BO; parent governor; 8 November 2024)
 Hilary Hart (HH; St Mary's PCC; 1 April 2024)
 Paul Jeanes (PJ; St Mary's PCC; 1 December 2025)

Minute	Discussion & Decisions
532	BL welcomed everyone, particularly DW, RH and NW (it being his first in-person meeting), to the meeting at 7.35 pm and opened with a prayer.
533	BL said that apologies for absence had been RECEIVED from AP, HH ST and BO due to either alternative/work commitments or illness. The board ACCEPTED the apologies. <i>KR arrived at 7.36pm, apologising for his late arrival</i>
534	Declarations of Interest: AR declared an interest in item 539a as a member of the school's teaching staff.
535a	Previous meeting held on 30th September 2021 Minutes of the previous meeting Decision: All governors present at the September 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.
535b.1	Matters Arising from Previous Meeting (MA 521b.1) Government's Plan for 'Far More Schools' to be in MAT by 2025 MW said that he had discussed this with Mark Newton (LDBS Senior School Advisor). The key point to determine was the validity of joining a MAT: the governing board should consider the motivations and whether there would be a cost saving. MW said that there needed to be a clear gain for the school. MW said that it was important to recognise that not all MATs were

535b.2	<p>identical entities and there could be a financial implication in terms of the percentage of the school’s budget that contributed to its membership of the MAT. MW said that an alternative, potentially more preferable, option was to be a member of a collaborative group of schools.</p> <p>MW said that two significant considerations were: Whether there would be engagement from the LDBS, if a SAT faced a deficit budget with no reserves. And, the approach other one-form entry schools have taken to meet their financial challenges.</p> <p>ACTION MW: Contact Inigo Woolf (LDBS Chief Exec) to seek advice - update to summer FGB</p> <p>BL said that Graham Willets (Advisor, strategy project) had shared his experience as the chair of a MAT. BL said that while there would be both advantages and disadvantages to joining a MAT, an overarching disadvantage would be the dilution of St Mary’s locally embedded ethos.</p> <p>Decision: Governors AGREED BL, MW and TS should develop the school’s approach to the government’s plan.</p> <p>ACTION MW/BL/TS: Gov’s Plan for far more schools in a MAT by 2025 – summer FGB update</p> <p>(MA 21b.2) Uniform Policy Review</p> <p>Governors NOTED that the ‘Cost of School Uniforms’ statutory guidance had been circulated with the papers for the meeting.</p> <p><i>In reply to a governor</i>, CS said that the school’s uniform policy should be reviewed by the end of the academic year.</p> <p>Governors NOTED the importance of the timing of the announcement of any change in the uniform policy to the school community, bearing in mind parents would likely purchase new items during the summer break for the start of the next academic year.</p> <p>MW AGREED to conduct the review during the spring term with the presentation of a comprehensive policy at the March FGB.</p> <p>ACTION MW: Uniform Policy Proposal – March FGB</p>
535b.3	<p>(522j) Risk Register</p> <p>BL said that with the regular updating, the risk register was becoming a powerful, strategic tool. BL THANKED PA for progressing the management of the register and asked all risk owners to continue to keep their assigned risks updated, as appropriate, and in time for presentation to the relevant committee meeting, at which the risks were monitored.</p> <p>Decision: Governors AGREED the committee reviews were working effectively.</p> <p>ACTION ALL RISK OWNERS: keep risks updated – on-going</p>
536	<p>Any Other Business Items Considered at the End of the Meeting: There was none.</p>
	<p>Governance</p>
537a	<p>New Governors & Vacancies</p> <p>(MA 522I.2) PCC-nominated governors</p> <p><i>BL declared an interest – PJ is St Mary’s Hampton Church organist</i></p> <p>BL said that St Mary’s Hampton Church PCC wished to nominate:</p> <ul style="list-style-type: none"> • <i>Paul Jeanes – the Senior Deputy Head of Francis Holland School (Slone Square), at which he is the Designated Safeguarding Lead</i> • <i>David Western, a trustee of St Mary’s Hampton Church PCC and a parent of the school.</i> <p>Decision: Governors UNANIMOUSLY ELECTED PJ and DW with immediate effect.</p>

	<p>Bearing in mind their experience, PJ would become a member of the P&P or T&L committee and DW a member of the Resources committee.</p> <p><i>(After the meeting, it was confirmed PJ would be a member of the P&P committee.)</i></p> <p>(MA 5221.3) BL said that the parent election process would commence early in the spring 2022 term following the online parent forum presentation.</p>
537b	<p>Appointment of Associate (Article 101)</p> <p>BL advised governors that RH's term of office had come to an end. Governors AGREED that:</p> <ul style="list-style-type: none"> • <i>RH should continue to lead the Mission-Values-Vision-Strategy Working Party</i> • <i>RH should continue to be a member of the Resources and Personnel & Pastoral Committees</i> • <i>RH would have voting rights in the proceedings of the Resources and Personnel & Pastoral Committees.</i> <p>Decision: Governors UNANIMOUSLY APPOINTED RH as an Associate (under Article 101), by a show of hands vote, until the end of the academic year.</p>
537c	<p>Vice Chair of Governors</p> <p>BL explained that the Vice Chair of Governors role could either be kept vacant until the parent governor vacancy was filled or a Vice Chair could be elected from the GB's current membership. BL said that it was important for the board to elect a governor to this role, who was willing to take the lead on projects.</p> <p><i>A governor asked whether leaving the Vice Chair vacant would expose the headteacher to additional challenges.</i></p> <p>MW THANKED the governor for their concern and said not in the short-term.</p> <p>Decision: Governors AGREED that the election to the Vice Chair role would take place at either spring term FGB when the outcome of the parent governor election was known.</p>
537d	<p>Safeguarding Link Governors</p> <p>BL explained a potential conflict of interest; being vicar of St Mary's Hampton Church, Chair of Governors and the safeguarding link and PROPOSED that NW and PJ were appointed as the Safeguarding link governors considering their safeguarding responsibilities in their professional, teaching roles.</p> <p>Decision: Governors AGREED NW and PJ should take on the safeguarding link governor role with immediate effect, also allowing for a handover period.</p>
537e	<p>SDP Priority: To clearly define the mission, vision, values & strategy of the school and communicate these appropriately to all stakeholders: Being developed by the Mission – Values - Vision – Strategy Working Party</p> <p>BL said that the consultation process had completed.</p> <p>MW said that ninety-eight parent questionnaires were returned, representing a fairly high representation of the parent body, which was pleasing to report. MW referred governors to the preliminary report presented to the autumn term Teaching & Learning Committee and said that some helpful feedback had been provided.</p> <p>BL and MW AGREED to update RH on the meeting with Graham Willets (advising on the school's approach) in order that the working party could progress the project.</p>


	<p style="text-align: center;">ACTION MW/BL/RH: Update on meeting with Graham Willets ACTION RH: Arrange Working Party meeting – update to spring FGB</p>
537f	<p>Final Audit Findings Year Ended August 2021</p>
537f.1	<p>Governors NOTED that the only audit finding coded red was: ‘during our testing it was identified that not all related party transactions had been disclosed to the ESFA prior to the transaction taking place.’</p> <p>MW clarified that these transactions were for the LDBS SLAs for the GROW package, which included HR and the Clerking Service.</p> <p><i>In reply to a governor</i>, MW said that the former School Business Manager had not been advised that this was necessary, according to the Academies Financial Handbook. MW said that retrospective authority had been sought, but was not able to confirm the outcome.</p> <p style="text-align: center;">ACTION MW: confirm whether retrospective authority granted – related party transactions 2020-21 – autumn Resources</p>
537f.2	<p>Governors NOTED that in terms of Regularity Assurance, the green coded audit finding: ‘We recommend that Alana Rowlandson resigns as a trustee, to ensure that the school is in line with the Academies Financial Handbook guideline’.</p> <p>The audit report referred to paragraph 1.16 (correct paragraph reference 1.23 of the Academy Trust Handbook, 2021) the wording for which is: ‘<i>The Department’s strong preference is for no other employees to serve as trustees, nor for trustees to occupy staff establishment roles on an unpaid voluntary basis, in order to retain clear lines of accountability</i>’.</p> <p>CS referred to Hampton St Mary Academy Trust’s Articles of Association and said that the GB was working within its current membership, which included: 1 principal (headteacher) and 1 staff governor.</p> <p>Decision: Governors NOTED the auditors’ recommendation to the board and AGREED that further advice should be sought regarding the continuation of the staff governor role, while acknowledging the value of the staff input to their discussion.</p> <p style="text-align: center;">ACTION CS: update to autumn Resources – staff trustee</p>
537f.3	<p>Governors NOTED that in terms of Fixed Assets, the green coded audit finding: ‘it was found that there were 3 fixed additions in year that had not been capitalised’.</p> <p style="text-align: center;">ACTION MW/HV: management response –report to autumn Resources</p>
537f.4	<p>Decision: Governors AGREED to review the Final Audit Findings report at the December 2021 Resources committee meeting and to consider whether there were any items for inclusion on the risk register.</p> <p style="text-align: center;">ACTION CS: Final Audit Findings - autumn Resources agenda</p>
537g	<p>2020-21 Annual Report & Financial Statements</p> <p>Governors NOTED the following required updating:</p> <ul style="list-style-type: none"> • KR and AP FGB attendance

	<ul style="list-style-type: none"> • KR – volunteer with MTV Youth not a trustee, therefore should not be included in the paragraph on page 54, <p>Decision: Governors AGREED the Annual Report and Financial Statements, subject to the above errors being corrected. BL said that the final report would be presented to the December Resources Committee.</p>
537h	<p>2022-23 Term Dates MW said that the London Borough of Richmond upon Thames term dates had been followed with the same pattern of INSET dates included as in previous years.</p> <p>Decision: Governors AGREED the 2022-23 term dates.</p>
537i	<p>Decision: Governors AGREED the NGA was a useful reference/information source and that the gold membership should continue for a further year.</p>
537j	<p>2023 Admissions Policy BL said that section 2 had been updated to read: ‘we will admit a child with an Education and Health Care Plan (EHCP) with funding, which meets the full needs of the child and names our school as the one they wish to attend, even if the school is oversubscribed.’</p> <p>MW said that this wording was in line with St Mary’s aiming to be an inclusive, community school open to all children. However, for some children St Mary’s was not the best (most appropriate) to meet their needs and applications had been declined for that reason in previous years.</p> <p>Decision: Governors DETERMINED the 2023-24 Admissions Policy by a show of hands vote.</p>
538	<p>Headteacher’s Autumn Term Report</p> <p>MW THANKED governors for the questions and said that the sentiment expressed in his report was representative of both local borough schools and nationally. MW said that the explosion in SEND and extreme behaviour was occurring in an environment, where schools did not have the finances to fully meet the children’s needs. MW said that while St Mary’s aimed to be inclusive, there were likely to be difficult decisions to be made in the coming months. MW said that the behaviour being exhibited by a minority of children demonstrated a breakdown in mental health; there were complex and deep-rooted mental health challenges that had been significantly impacted by the lockdown restrictions and they were now coming to the fore.</p> <p>MW said that the harsh reality was that it was not sustainable for the school to provide one-to-one support for children, when there was no budget to meet the cost of providing the need.</p> <p>MW said that the focus of the autumn term SIP visit had been a behaviour-for-learning walk. MW said that the SIP had witnessed both the very good behaviour shown by the majority of children attending St Mary’s, contrasting with which had been the extreme behaviour of a minority of children.</p> <p>A governor asked about the support provided by the local authority and LDBS. MW said that both the local authority and LDBS supported the school in working through the required process, but this was a twenty-week process, during which time the other children in the class and teaching staff must struggle with the challenges presented.</p>

	<p>MW said that parents were being encouraged to contact the local MP, Munira Wilson, about the issue, in order to raise its profile. MW said that during her recent visit to the school, Munira Wilson, like the SIP, had witnessed the extremes of behaviour.</p> <p>BL said that the school was also trying to engage with the MP of the neighbouring constituency to gain support for a child with additional need.</p> <p>A governor asked whether there was any support that could be applied for to promote staff wellbeing.</p> <p>MW said unfortunately not; the only comfort was that all schools were experiencing the same challenges.</p> <p>A governor said that the behaviour of some former pupils, now attending Hampton High, had recently been commended by their new school; this governor said that this was testament to St Mary’s having laid a strong foundation. Governors THANKED the school.</p> <p>BL advised governors, in light of the reports of a child being withdrawn, of a confrontation that had taken place during drop off one morning recently. BL said that a Year 4 parent had approached him demanding to know the school’s approach to dealing with a specific child. BL said that as a result of him refusing to discuss the matter, the parent grew aggressive and went into the school office, shouted at Helen Vernon (School Business Manager), while jabbing his finger in an intimidating manner. When asked to stop, the parent stormed out of the office, demanding that the school’s receptionist get his child and said that the St Mary’s staff were all liars. When the receptionist was subsequently trying to open the gate for the parent and child to leave the school site, blaspheming occurred by the parent: “Open the f***** gate!” BL advised that the child had now left St Mary’s, having secured a school place at another local school.</p> <p>Governors were horrified to hear this confrontation had taken place.</p> <p>BL concluded by saying that the board would find every way possible within the resources available to support the school and asked MW to pass on the board’s appreciation for the staff’s continued efforts in managing a challenging environment.</p> <p>A governor queried how a governor knew ‘a number of pupils have decided to move to Hampton Juniors this term’ (included in the governors’ questions), noting the importance of there being an audit trail for information.</p> <p style="text-align: right;">ACTION BL/CS: determine the source of the information</p> <p>A governor asked whether the places would be filled.</p> <p>MW said that there was likely that the places would not be filled, as there were currently no children on the waiting list.</p>
	<p>Autumn Term Committee Meeting Updates</p>
	<p>Personnel & Pastoral</p>
<p>539a</p>	<p>Autumn Term Meeting: BL said that the minutes of the meeting were available on Governor Hub for governors’ reference.</p>
<p>b</p>	<p>BL said that one of the main items of consideration was the 2021-22 Teachers’ Pay Policy. CS said that a staff/union consultation process had resulted in the following feedback from the</p>

	<p>NASUWT:</p> <ul style="list-style-type: none"> • Disappointment that teachers would not be able to progress to UP3. • Additional payments should only be restricted where activities were entirely voluntary or occurred within directed time. <p>After discussion, governors considered the impact of not enabling progression to UP3. Governors concluded that the pay structure up to UP2 provided sufficient progression for staff working at St Mary’s, a one-form entry school and while staff retention was an important element of achieving a stable, effective workforce, staff turnover was also healthy.</p> <p>CS ADVISED that on receipt of the feedback from the NASUWT, Terri Patterson’s (TP; LDBS HR Advisor) advice had been sought. CS explained that TP had led the union negotiation process for the LDBS model teachers’ pay policy and the same feedback had been received from the NASUWT. CS said that TP’s advice had been for the governing board to note the feedback, acknowledging that no teacher would lose pay as a result of the implementation of the policy and confirming that the policy was subject to annual review.</p> <p>In reply to a governor, MW said that approximately thirty per cent of teaching staff were employed on UPS1.</p> <p>A governor queried the wording for the Additional Payments paragraph (page 9) and read:</p> <p><i>‘The School shall not make additional payments to staff for:</i></p> <ul style="list-style-type: none"> • CPD outside of the school day; • Activities relating to the provision of initial teacher training as part of ordinary conduct of the School; • Participation in out-of-school hours learning activity agreed by the headteacher; • Additional responsibilities and activities due to or in respect of the provision of service by a headteacher relating to the raising of educational standards to one or more additional schools. <p><i>The total of such additional payments are reported termly to the Governing Board.’</i></p> <p>Governors QUERIED whether the wording should be clarified regarding the circumstances in which additional payments would be made.</p> <p>Decision: Governors RATIFIED the 2021-22 Teachers’ Pay Policy by a show of hands vote, subject to the additional payments paragraph potentially being updated for clarity (on the advice of LDBS HR); AR abstained from the vote.</p> <p style="text-align: right;">ACTION CS: contact TP – update wording of Additional Payments para?</p>
539c	<p>Safeguarding Policy</p> <p>A governor referred to the paragraph at the bottom of page 4 and in particular: <i>‘there will be no use of alcohol for any events on site, whether involving staff, students, parents or governors’.</i></p> <p>Governors NOTED the importance of communicating the wider context of this change in policy regarding no alcohol at any PTFA events to the PTFA; this was a borough-wide policy that was</p>

	<p>being adopted rather than it being the result of a change in school policy.</p> <p>Governors also NOTED that this change in policy did not apply to private lets of the school site.</p> <p style="text-align: center;">ACTION MW: communicate change of policy to PTFA</p> <p>Decision: Governors RATIFIED the Safeguarding Policy by a show of hands vote.</p>
539d	<p>Early Career Teachers Policy: A governor NOTED that the responsibilities of all parties were clearly stated, which was beneficial.</p> <p>Decision: Governors RATIFIED the Early Career Teachers Policy by a show of hands vote.</p>
Resources	
540a	<p>Autumn Term Meeting (October 2021)</p> <p>BL said that the committee’s monitoring of the September expenditure report could be referred to at minutes 612a to 612g of the committee’s October minutes.</p> <p>BL THANKED the school business manager, Helen Vernon, for the detail reported in the monthly expenditure reports, which was enabling governors to effectively conduct their monitoring.</p>
540b	<p>2021-22 Scheme of Delegation</p> <p>BL said that the supply staff invoices were often above £5K (five thousand pounds), the threshold currently requiring the Chair of Governors to sign.</p> <p>BL said that the proposal was therefore to increase the headteacher’s monthly expenditure limit for supply staff invoices only up to £10K (ten thousand pounds).</p> <p>A governor asked the frequency of the supply invoices.</p> <p>MW said that the supply staff invoices were received monthly and explained that the apparently high value of the invoice was due to some staff being employed long-term through the supply agency.</p> <p>Decision: Governors AGREED the 2021-22 Scheme of Delegation by a show of hands vote.</p>
540c	<p>Forum – Income Generation</p> <p>After brief discussion, governors AGREED, a forum to discuss ideas for income generation would be an opportunity for governors, staff and members of the PTFA to build an effective working relationship.</p> <p>MW suggested that plans be progressed in the spring term, when HV was working with the school full-time.</p>
Teaching & Learning	
541a	<p>Autumn Term Meeting</p> <p>JW referred governors to the minutes of the recent meeting and said that the committee was confident the school was identifying the challenges. JW said that ambitious, but realistic, expectations had been set for the children in view of the lockdown periods.</p>
541b	<p>Policies:</p> <ul style="list-style-type: none"> • Collective Worship • Religious Education • Special Educational Needs & Disability • Supporting Pupils with Medical Conditions <p>Decision: Governors RATIFIED the policies.</p>

542	<p>Governors' Meetings - Spring 2022</p> <p style="text-align: center;">Spring 1</p> <p style="text-align: center;">P&P: Thursday 27 January at 4.30pm FGB: Thursday 3 February at 7.30pm Resources: Thursday 10 February at 9am</p> <p style="text-align: center;">Spring 2</p> <p style="text-align: center;">T&L: Thursday 10 March at 4.30pm Resources: Thursday 24 March at 9am</p> <p style="text-align: center;">Thursday 31 March: AGM at 7.15pm; FGB at 7.30 pm</p>
	<i>AR left the meeting at 9.06pm.</i>
PART 2 CONFIDENTIAL	
543	<p>CONFIDENTIAL Minute of the previous meeting held on 30 September 2021</p> <p>Decision: All governors present at the September 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>
544	<p>Report by Leadership Appraisal Group</p> <p style="text-align: right;">ACTION CS/ST: report to spring (February) FGB</p>
545	<p>Action Plan monitored by Personnel & Pastoral Committee</p> <p><i>Discussion recorded as a separate confidential minute</i></p>
546	<p>BL closed the meeting at 9.13pm, thanking governors for their contribution to the discussion.</p>
	<p style="text-align: center;">The board formally AGREED these minutes to be a TRUE and ACCURATE record at their next meeting on 3rd February 2022.</p> <p style="text-align: center;">Signed by the Chair </p>