



Minutes of Governing Board (GB) Meeting 49

Held on Thursday 31st March 2022

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
	Hilary Hart (HH)		1 April 2024
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Tim Stephens (TS)		25 Nov 2024
	David Western (DW)		1 Dec 2025
	Paul Jeanes (PJ)		1 Dec 2025
Parent (2)	Benjamin Opoku (BO)		8 Nov 2024
Co-opted (3)	Sophie Tait (ST)	Chair, P&P	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)		31 Aug 2021

Also Attended: Clare Struthers (Clerk to Governors)

Apologies: Nicholas Woods (NW; LDBS-appointed; 24 February 2024)

Absent: Paul Adams (PA; co-opted governor; 10 July 2023)

Minute	Discussion & Decisions
560	BL welcomed everyone to the meeting at 7.32 pm, in particular PJ with this being his first FGB, and opened with a prayer.
561	BL said that apologies for absence had been RECEIVED from NW due to self-isolation. The board ACCEPTED the apologies. BL said that TS had advised that he would be arriving late; governors NOTED that PA was ABSENT.
562	Governors CONFIRMED there were no declarations of Interest relevant to the matters for discussion.
563a	Previous meeting held on 3rd February 2022 Minutes of the previous meeting Decision: All governors present at the February 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.
563b	Matters Arising from Previous Meeting (550c.1) "Opportunity for All" White Paper; vision for 2030 BL said that himself and AP met with Penny Roberts (PR; LDBS Chief Executive) earlier that day. BL said that it had been welcome news to learn that the minimum size of a MAT was intended to be seven thousand five hundred pupils or ten schools, as being part of such a large group, would mean that individual schools would not lose their local identity. BL said that another benefit of being part of such a large MAT would be access to shared resources. BL said that the

	<p>LDBS was keen to be forerunners in the process and to have a plan formulated for the LDBS family of schools by Christmas 2022, which, it was intended, would be communicated to schools in spring 2023. BL said that the format of this plan was for discussion and consideration; whether there should be an early response with some schools joining MATs and others following at a later date or a longer-term consolidated plan with all LDBS schools joining MATs at the same time.</p> <p>AP encouraged the school leadership to embrace the opportunity to be involved in the LDBS consultation process and to respond to the information/direction the LDBS was taking. AP said that the move for all schools to be part of a MAT was in line with changes in education, such as the reforms to the national professional qualifications (NPQs).</p> <p>BL CONCLUDED by saying that this would be retained as a standing item on the agenda to provide regular updates.</p>
564	<p>Any Other Business Items to be considered at the End of the Meeting There was none.</p>
	<p>Governance</p>
565a	<p>SDP Priority: To clearly define the mission, vision, values & strategy of the school and communicate these appropriately to all stakeholders</p> <p>RH (Chair of the Mission-Values-Vision-Strategy working party) said that from surveys and working group discussions involving all stakeholders, the board, parents, pupils, and staff, a draft mission statement with supporting values had been developed.</p> <p>MW explained that, with the assistance of Graham Willett (advisor), the main themes of the feedback had been distilled into three overarching values, faith, hope and love, each supported by four statements. MW said that these three values were encompassed in an overarching mission statement. MW said that the aim had been to formulate a mission and value statements that could be articulated, understood and communicated across the whole school community.</p> <p>RH said that once the mission and value statements were agreed by the board, MW would build the five-year strategy, from which the annual SDP would follow and the aim was for the draft 2022-23 School Development Plan to be presented to the summer 2 FGB. RH said that the goal was to achieve a mission statement, values and strategy that were clearly aligned. RH said that the mission would form the foundation for governance in terms of shaping the meeting agendas and the values would be the foundation for decision-making.</p> <p>BL asked governors to be open-minded in their review of the mission and value statements, suggesting that the detailed value statements could be more impactful if their wording was more compact.</p> <p>ACTION MW/RH: Share mission/values statement with board – feedback prior to May FGB ACTION MW: five-year strategy – summer 1 FGB ACTION MW: 2022-23 SDP – summer 2 FGB</p>
565b	<p>(550c.2) Uniform Policy Review MW said that the draft policy circulated with the papers for the meeting was based on the model policy from The Key.</p>

	<p>A governor NOTED that there should not be reference to ‘boy’/‘girl’ uniforms, but rather the school’s uniform should be unisex.</p> <p>A governor NOTED that there had been an increase in the number of uniform items with the branded logo since the school opened.</p> <p>MW AGREED to review the number of branded items to ensure this was kept to a minimum.</p> <p>Governors REQUESTED that the uniform be reviewed in terms of its affordability and a cost analysis be conducted to demonstrate the school’s uniform provided the best value for money for parents/carers.</p> <p>ACTION MW: uniform review (necessary branded items) – cost analysis – summer 1 FGB</p>
565c	<p>The ‘Changes to the COVID Risk Assessment’ dated March 2022 had been circulated with the papers for the meeting.</p> <p>Decision: Governors NOTED that this usefully provided a thorough record of the changes to the COVID risk assessment.</p> <p>MW said that COVID was continuing to impact the school with a member of staff currently absent for a second time.</p>
565d	<p>Independent Review of School’s Procedures to handle Parental Confrontation</p> <p>MW said that Angela Langford (Head of Governor Support, AfC) and Marie Newman (SIP) would conduct a thorough review early in the summer term, involving parents, staff, leadership team, and governors, and including the school’s policies and procedures.</p> <p>BL encouraged governors to consider attending the AfC training event, ‘How to handle difficult conversations and situations’.</p> <p>ACTION MW/TS: outcome of review - summer 1 FGB</p>
565e	<p>PTFA to Support Purchase of Item for Staffroom</p> <p>JW said that the PTFA were considering whether a purchase was allowed within the parameters of its constitution. JW said that if permitted, the purchase of a permanent item for the staffroom that would improve staff wellbeing had been requested.</p> <p>ACTION JW: PTFA – staffroom item? summer 1 FGB</p>
565f	<p>Health & Safety and Whistleblowing Governors</p> <p>Decision: Governors APPOINTED PJ as Whistleblowing governor.</p> <p>BL AGREED to discuss the Health & Safety link governor role with appropriate governors.</p> <p>ACTION BL: H&S Governor Nomination – summer 1 FGB</p>
565g	<p>Appointment of Associate (Article 101)</p> <p>BL said that AP’s term of office ended that day.</p> <p>Governors recognised the contribution and skills AP brought to the board.</p> <p>Decision: Governors UNANIMOUSLY APPOINTED AP as an Associate (under Article 101), by a show of hands vote, until the end of the summer 1 FGB. Governors AGREED that:</p> <ul style="list-style-type: none"> • AP should continue to be the Chair of the Resources Committee • AP would have voting rights in the proceedings of the Resources and Personnel & Pastoral Committees. <p>ACTION BL: PCC-nomination; summer 1 FGB</p>


565h	BL advised that two nominations had been received from the parent governor process; the election would take place early in the summer term.
Headteacher's Spring Term Report	
566	<p>MW said that a governor had commented on the positive feedback from prospective parents, saying it was pleasing to hear and should be shared more widely. MW said that feedback would be shared through the website in future, acknowledging that it was important to celebrate the school's successes.</p> <p><i>A governor commented that: 'Unfortunately, some parents were not choosing to engage well with the school and were in fact adding to the stress and workload of the teaching staff. Sadly, some interactions with parents had been unnecessarily negative, despite the school's best efforts. The parent code of conduct had not yet been used. Appropriate and reasonable ways of engaging with the school might need to be re-established for some parents.'</i></p> <p>The governor said that any behaviour not in line with stated expectations, such as that shown to some members of staff, should be addressed swiftly. The governor asked: at what point would the implementation of the parent code of conduct be applicable?</p> <p>MW said that the school welcomed parental feedback and engagement, but expected it to be appropriate and constructive. MW said that the parent code of conduct would be republished at the beginning of the summer term and thereafter at the beginning of every term. MW said that the school would then start to enforce the code, by addressing matters swiftly. MW said that the aim was to recreate a culture of engaging constructively and for all members of the school community to have an awareness and willingness to take on board the other party's point of view. MW said that for parents who chose not to engage in a respectful and constructive manner, they should understand the negative impact on staff morale and wellbeing. MW said that for this reason, staff had been encouraged to access the employee assistance programme, should they wish to do so. MW said that school staff spent considerable time striving to accommodate parents, but necessarily there needed to be pushback sometimes, which must be mutually accepted. MW said parental engagement had been discussed with appropriate representatives of the LDBS and AfC.</p> <p>A governor suggested that the school contacted MIND to find out when the next Parental Resilience Course was being held; this could then be shared with the parent community.</p> <p>ACTION MW: MIND Parental Resilience Course – communicate next event to parents</p> <p>SEND: A governor asked whether the additional hours needed to complete EHCP applications had been included in the budget forecast and whether the additional resource needed for the nurture area in the summer term had been budgeted.</p> <p>MW said that the nurture group not only provided an environment in which children could engage with their learning, it also provided the necessary evidence to support the EHCP applications. MW said that additional financial resource would be needed for the summer term (in the region of six thousand pounds); this would be presented to the summer 1 Resources committee meeting. MW said that the children attending the group had extreme needs and despite it having only started recently, there were some positive signs in terms of the children's general behaviour and behaviour for learning.</p> <p>SEND: A governor commented that while the board supported the school's plans to provide appropriate additional support for some pupils, it must be recognised that this was having a significant impact on both this year's budget and the school's plans for next year. The governor asked whether there was progress with EHCP applications that had been submitted.</p>

	<p>MW said that places at specialist provisions were in such high demand, due to their lack of availability across the borough that any delay in the process could mean a valuable place was offered to another child. MW said that this, unfortunately, had happened at St Mary’s, but with an EHCP application in process, it was hoped for the benefit of those involved a placement could be secured for the start of the next academic year.</p> <p>A governor said that it would be helpful to understand the wider financial impact of the school covering the first £6k for each EHCP for the discussions regarding next year’s budget.</p> <p>MW said that this would be taken into consideration as part of the draft budget to be presented to the summer 1 Resources committee meeting and explained that in the nurture group, a ratio of 1 staff member to two children was appropriate to fully meet the children’s needs.</p> <p>LONG TERM AGENCY STAFF: A governor asked the reason for the school engaging long-term agency staff instead of hiring full-time equivalents; whether there were additional costs to the school and/or the benefits.</p> <p>MW said that it was more cost effective for the school and more beneficial for the children to hire experienced, agency staff than an Early Career Teacher. MW said that having a mixed of employed and supply teaching staff provided a flexible structure, which was important for the forthcoming uncertain financial times, with some children having moved away from the school during the current academic year.</p> <p>As Chair of Resources committee, AP CONFIRMED that this had been discussed at the committee’s meetings and the school’s strategy was supported.</p> <p>PROGRESS & ATTAINMENT TABLE: A governor noted that the Key Stage 2 targets for children to achieve the expected standard in Writing and RWM (Reading, Writing and Maths combined) were the only two targets below the national average and asked the reasons.</p> <p>MW said that this was to take account of the impact of the pandemic on the children’s Writing attainment. MW explained that the 2019 data was the most recent published data for comparison.</p> <p>SDP: A governor NOTED that pupils with difficulties in mathematics (at risk of dyscalculia) had been identified via an online platform, but the Maths subject lead had reported that, unfortunately there was no funding available to subscribe for support. A governor asked the cost of the scheme and whether it would be a strategic short-term gain to introduce the scheme this academic year, in terms of meeting the children’s needs earlier.</p> <p>AR explained that since updating the SDP target, it had become apparent that some of the children assessed using IDL (an online tool) were not at risk of dyscalculia; these children’s barriers to learning mathematics were to be identified and steps were in place to do so.</p> <p>MW and AR took on board governors’ support for purchasing appropriate packages to bridge children’s gaps at an early stage and said that consideration would be given to purchasing NELI (Nuffield Early Language Intervention) for phonics.</p> <p>BL THANKED MW for preparing a thorough and informative report.</p>
	<p>Committee Updates</p>
<p>567a</p>	<p>Personnel & Pastoral (MA315a) The Safeguarding in Education (NSPCC) Action Plan had been circulated with the</p>

	<p>papers for the meeting. Governors NOTED that this usefully detailed the action the school should take to fully meet the standards outlined in the self-assessment tool. Governors AGREED that it was pleasing to note the majority of the statements were recorded as ‘met’ by the school’s procedures.</p> <p>(MA315d) MW said that the Single Central Register Monitoring Report provided by The Key had been completed in liaison with Helen Vernon (School Business Manager) and advised that there were some housekeeping elements to be completed.</p> <p>CS explained the importance of sharing the SCR monitoring report with the safeguarding link governors (NW and PJ) each term, as this was now the means by which the governing board assured itself that the SCR was being managed effectively.</p> <p style="text-align: right;">ACTION MW: SCR Monitoring Report – summer P&P</p> <p>MW said that it had been his intention to arrange an external safeguarding audit through AfC, but this was not possible, as there was not currently a designated member of AfC staff.</p> <p>PJ AGREED to conduct a safeguarding audit early in the summer term, in order that the report could be presented to the summer term P&P committee meeting for review.</p> <p>Governors welcomed this report, noting that this would be PJ’s first visit to the school and therefore would be conducted with a ‘fresh’ approach.</p> <p style="text-align: center;">ACTION PJ/ MW: safeguarding audit – early summer term – report to summer P&P</p> <p>PJ encouraged members of the board to respond to the KCSIE consultation process that took place during the spring term each year, as this provided an insight to the likely changes to the statutory guidance to be published for the next academic year.</p>
567b	<p>Support Staff Pay Policy</p> <p>CS said that the only update to the policy was the pay scales effective from 1 April 2021 (Appendix A) in line with the nationally agreed 1.75% increase; therefore, the policy had not been subject to a union/staff consultation process.</p> <p>Decision: Governors AGREED the Support Staff Pay Policy by a show of hands vote.</p> <p>A governor asked the reason the policy did not apply to Teaching Assistants.</p> <p>MW explained that Teaching Assistants were not required to have a recognised teaching qualification.</p>
567c.1	<p>(MA 316a) Complaints Policy</p> <p>Decision: Governors AGREED the Complaints Policy by a show of hands vote.</p> <p style="text-align: right;"><i>TS joined the meeting at 8.37pm</i></p> <p>The LDBS Model Complaints Against Governors Policy was circulated with the papers for the meeting for governors’ consideration.</p> <p>Decision: Governors AGREED the policy should be adopted in line with the relevant statutory documentation.</p> <p style="text-align: right;">ACTION CS: Complaints Against Governors Policy – autumn FGB</p>

<p>568a</p> <p>568a.1</p> <p>568a.2</p> <p>568a.3</p>	<p>Resources</p> <p>AP said that the minutes of the first spring term meeting (February 2022) were available on Governor Hub for governors’ reference and noted the following in particular.</p> <p>(MAs 644a-644g): AP said that the focus of the finance monitoring discussion had been the projected deficit, which as at the date of this meeting was reported to be in the region of £7K (seven thousand pounds).</p> <p>(MA 645) Catering: AP said the focus of the spring 1 meeting was the school’s recommendation to introduce an in-house catering provision with effect from the spring 2 term. AP said that the committee supported the school’s recommendation following a rigorous due diligence discussion (detailed in the minutes). AP said that the committee would monitor the provision closely for the remainder of the academic year, in terms of the Health and Safety requirements and financial viability. AP said that for the in-house provision to be viable, all Key Stage 2 children needed to have a school lunch.</p> <p>Time of Resources Committee Meetings: AP said that with the introduction of the nurture group, it was challenging for the school to accommodate committee meetings during the school day.</p> <p>Decision: Governors AGREED that the Resources committee would meet at 4pm in school with effect from the summer term.</p>
<p>568b</p> <p>568b.1</p> <p>568b.2</p> <p>568b.3</p>	<p>AP said that the minutes of the second spring term meeting (March 2022) were available on Governor Hub for governors’ reference and noted the following in particular.</p> <p>(MAs 658a-658f): AP said that the focus of the finance monitoring was the projected end-of-year deficit (£13K, thirteen thousand pounds at the end of February 2022), the outcome of which was that a realistic deficit forecast for the year-end would be presented to the summer 1 committee meeting.</p> <p>(MA 657d) School Resource Management Self-Assessment: AP said that the completed self-assessment demonstrated the school’s finances were well managed; it had not been necessary to respond ‘no’ to any statements and to those that an ‘in part’ response was given, the school was already aware.</p> <p>LDBS Clerking Service: BL advised governors that the LDBS was recommending that clerking be provided through a self-employed arrangement to maintain independence of the school. BL recorded the Board’s THANKS to CS for the efficient and professional clerking provided and said that both the school and board wished to support CS in the transition to the new arrangement.</p>
<p>568c</p>	<p>Decision: Governors AGREED the Charging & Remissions Policy by a show of hands vote.</p>
<p>568d</p>	<p>Audit and Risk Committee</p> <p>(MA659a) AP said that the first internal audit had taken place the report of which was expected to be presented to the summer 1 committee meeting.</p> <p>(MA 659a) Risk Register: AP said that a thorough review of the entire risk register had taken place at the March committee meeting.</p>

	<p>Governors NOTED that the reporting provided by the school business manager enabled the risk register to be managed effectively.</p> <p>Governors recorded their THANKS to Helen Vernon (School Business Manager) for the detailed financial reporting, which made effective monitoring possible.</p>	
569	Teaching & Learning Committee	
569a	Spring Term Meeting: JW referred governors to the minutes and said that the focus was the predicted targets and the key difficulties from COVID catch-up, particularly in regards to writing. JW said that the introduction of the nurture group was discussed.	
569b	SEND Governor Visit Report: HH said that the spring term visit had included a learning walk and it had been pleasing to see the general calmness in the children's behaviour throughout the school. HH said that she also had the opportunity to see the nurture group, which was evidently a calm environment for the children and was well managed. HH said that the impact on the mental health of staff by a few children was concerning.	<p>Governors THANKED Sarah Creegan (SENCo) for the creative solution of the nurture group, as this supported the school's aim to be inclusive for all children, meeting their individual needs appropriately.</p> <p>A governor asked whether the SEND provision required additional support.</p> <p>MW said that the additional resource needed to maintain the nurture group in the summer term would be presented to the summer 1 Resources committee meeting.</p> <p>MW said that the school community response had been positive and THANKED parents for organising a cake sale to raise funds for the nurture group.</p>
569c	Decision: Governors AGREED the Looked After Children Policy by a show of hands vote.	
570	AOB: <p>A governor commented that during the meeting there had been discussion regarding:</p> <ul style="list-style-type: none">• Pressure on staff from parental behaviour• Introduction of the nurture group for children with additional needs to both provide a better learning environment for the children and provide evidence for the submission of an EHCP. <p>The governor said that therefore there seemed to be enhanced anxiety in the school community and asked whether the nurture group would be part of the school's provision in the medium term to overcome the impact of the pandemic.</p> <p>MW said that for the current Year 6, for example, Year 3 was the last year the children spent the entire academic year in school. MW said that it was therefore understandable that the pandemic was continuing to have an impact and was likely to do so for the next two to three years.</p> <p>A governor asked whether parental behaviour had changed in general.</p> <p>MW said that the majority of the parent community was supportive of the school and engaged well; unfortunately, there were a minority of parents not engaging positively, which caused a significant stress for school staff.</p>	

	<p>A governor NOTED that the world in itself changed suddenly two years ago when the first lockdown was announced and said that it was timely for the school, supported by the board, to clearly communicate the newly defined values with which all members of the school community would be expected to engage.</p> <p>In reply to a governor, MW CONFIRMED that the school’s aim in every decision and change of practice/policy was always to best meet the needs of the children attending the school.</p> <p>BL closed by saying that the aim of the board and school’s staff was for the school to flourish; there was a shared belief that the school could be better. BL said that the mission, values and strategy implementation would be instrumental in cementing that culture across the school community.</p>
571	<p>Governors’ meeting dates 2022 Summer Term:</p> <p style="text-align: center;">Summer 1</p> <p style="text-align: center;">P&P: Thursday 5th May at 4.30pm Resources: Thursday 19th May at 9am Next FGB: Thursday 26th May at 7.30 pm</p> <p style="text-align: center;">Summer 2</p> <p style="text-align: center;">T&L: Thursday 7 July at 4.30pm Resources: Thursday 23rd June at 9am FGB: MONDAY 18th July at 7.30 pm</p> <p style="text-align: right;"><i>AR left the meeting at 9.01pm.</i></p>
PART 2 CONFIDENTIAL	
572	<p>CONFIDENTIAL Minute of the previous meeting held on 3rd February 2022</p> <p>Decision: All governors present at the December 2021 meeting AGREED, by a show of hands vote, that the minute was a TRUE and ACCURATE record of their discussion.</p> <p>BL signed the minutes after the meeting.</p>
573	<p>BL closed the meeting at 9.02pm, 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 the next meeting on 26th May 2022.</p> <p style="text-align: center;">Signed by the Chair </p>