



Minutes of Governing Board (GB) Meeting 53

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 8th December 2022

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
	Timothy Stephens (TS)		25 Nov 2024
	David Western (DW)	1 Dec 2025	
	Andrew Parish (AP)	Chair, Resources	26 May 2026
	Hilary Hart (HH)	Vice Chair, T&L	1 April 2024
LDBS (1)	Nicholas Woods (NW)	Chair, T&L	24 Feb 2024
Parent (2)	Alexandra Elwood (AE)		18 April 2026
Co-opted (3)	Sophie Tait (ST)	Chair Personnel & Pastoral	10 July 2023
	Jennifer Walker (JW)	Chair, Teaching & Learning Committee	14 July 2025
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

Also Attended: Clare Struthers (Clerk to Governors)

Apologies: Robert Hodges (RH; co-opted governor; 18 July 2026)

Absent: Paul Jeanes (PJ; PCC-nominated governor; 1 Dec 2025)

Minute	Discussion & Decisions
615	BL welcomed everyone to the meeting at 7.35 pm and opened with a prayer.
616	BL said that apologies for absence had been RECEIVED from RH. The board ACCEPTED the apologies. The board NOTED that PJ was ABSENT.
617	AR DECLARED a conflict of interest for minute 622c the Teacher Pay Policy.
618a	Previous meeting held on 22nd September 2022 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. BL signed the minutes after the meeting.
618b	Governors NOTED the following matters arising were to be carried forward to the next meeting: <ul style="list-style-type: none"> (MA 606k) GB Training Plan: JW AGREED to give feedback on the draft plan prepared by DW before the end of term. ACTION DW/ST: Finalise draft – feedback to spring FGB (MA 610c) Complaints Against Governors Policy CS said that the timescales would be aligned with the school's Complaints Policy and would be presented to the spring term Personnel & Pastoral committee as part of the Complaints Policy review. ACTION CS: Finalise Policy – present to spring P&P

619	AOB: Governors CONFIRMED there were no additional matters to be raised.
	Governance
620a.1	<p>Update on Matters Arising from Previous Meeting (MA 606f) Governors’ Safeguarding Training: Governors were reminded of the requirement to complete the level 1 eLearning module.</p> <p style="text-align: center;"><i>After the meeting, CS circulated the link to the afc.melearning.university website through which eLearning modules were now accessed, following AfC’s review of its training portal.</i></p> <p>ACTION ALL Governors: Ensure eLearning completed asap (if not already) – record on GovHub when completed</p>
620a.2	<p>(MA 607a) Safeguarding Training for Volunteers MW said that positive feedback on the leaflet had been received as part of the recent GROW Education Partners audit. MW said that the leaflet would be provided in addition to face-to-face training with himself, as the designated safeguarding lead. MW said that currently all volunteers were lunchtime assistants.</p> <p>Governors were pleased to hear there would an element of face-to-face training, as the volunteer’s understanding of the contents of the leaflet could be ascertained and matters discussed, such as, the appropriate course of action should a child make a disclosure to a volunteer, to ensure the school’s procedure was understood and would be followed.</p>
620c.3	<p>GROW Education Partners Safeguarding Audit – Strengths MW said that the audit had involved speaking with members of staff and fourteen children in different year groups across the school.</p> <p>A governor referred to the following:</p> <ul style="list-style-type: none"> • <i>Children say that they feel very safe at the school. They can talk to staff about any concerns that they have and know that they will be listened to and supported. Mrs Gray is identified as a person who really listens, asks good questions and gives good advice. Bullying happens occasionally but is always dealt with. They have not heard any racist or homophobic remarks being made but would tell an adult if they did. They know that this behaviour is unacceptable and hurtful. Girls say that they are respected by the boys and visa versa and derogatory remarks/banter do not have a place in their school (values and ethos).</i> • <i>Children learn to be respectful and behave well because of the ethos and values at the school but also as a result of a strong PSHE/RSE curriculum using Jigsaw. They think that the behaviour policy is fair because it allows children to explain ‘both sides of the story’ and are forgiven if they do something wrong. Teachers do not shout or treat anyone unfairly.</i> <p>The governor said that this painted a positive picture of the ethos of St Mary’s in its day-to-day life; governors AGREED this was pleasing to hear. In reply to a governor, MW said that this feedback would be shared with parents through the weekly newsletter. A governor asked whether any actions had been identified.</p>

	<p>MW CONFIRMED AND said that an action plan would be prepared. MW said that the audit tool was extremely comprehensive and provided a RAG rating for all required elements.</p> <p>ACTION MW: Safeguarding Action Plan – spring P&P</p> <p>MW said that it was extremely important for governors to complete their DBS application in a timely manner and for himself or Helen Vernon (School Business Manager) to have sight of the original certificate once received, in order that the relevant information could be recorded on the single central register. This was a requirement for the SCR to be deemed to be compliant.</p>
620b	<p>(MA 608) ‘Opportunity for All’ – MAT vision for 2030</p> <p>LDBS Strong Bonds Conference (November 2022): BL said that the London Diocesan vision for church schools was for multi-academy trusts (MATs) to be based on the five episcopal areas, with St Mary’s being in the south-west area. BL said that, at the time of the conference, some maintained schools were considering whether to federate prior to joining a MAT; federating was not an option available to St Mary’s as an academy, it was, however, possible to form a partnership with local schools. BL said that at the conference, headteachers and Chairs of Governors had agreed to start meeting early in 2023 to open the communication channels and build a culture of trust. BL said that since attending this conference, the landscape had changed, with the government recently announcing that the White Paper would not progress to its third reading. Therefore, legislation would not be passed for all schools to be in a multi-academy trust (MAT) by 2030.</p> <p>A governor expressed the view that even though multi-academisation was not being legislated, it might still be a favourable option for the future long-term viability of the school.</p> <p>Governors SUPPORTED this view; with St Mary’s being a single academy trust, it was likely that economies of scale could be realised within a MAT. Governors recognised that the formation of a more informal partnership with local schools could be a worthwhile precursor to joining a MAT.</p> <p>BL said that an important message from the conference was the importance of embarking on constructive iterative stages; the final multi-academisation stage should be embarked upon once, due to the cost of the formalities involved in doing so.</p> <p>A governor asked whether there had been enthusiasm amongst the headteachers and Chairs of Governors at the conference to form multi-academy trusts.</p> <p>MW said that there was an appetite to form ‘soft’ partnerships, rather than a legislated partnership (as in a MAT).</p>
620c	<p>(MA 606m) 2021-22 Annual Report and Financial Statements</p> <p>BL THANKED the staff members, in particular, Helen Vernon, for ensuring the report was finalised and apologised to governors that it had been published rather close to the meeting.</p> <p>Decision: Governors RATIFIED the 2021-22 Annual Report and Financial Statements presented to the meeting by a show of hands vote.</p>
620d	<p>MW said that the 2023-24 Term Dates followed the same pattern as previous years.</p> <p>Decision: Governors AGREED the 2023-24 term dates by a show of hands vote.</p>
620e	<p>Decision: Governors AGREED the NGA Gold Membership was a valuable resource and should continue for the 2023 calendar year.</p>

620f	<p>2024-25 Admissions Policy</p> <p>CS said that the following wording, referring to changes that had been implemented at least five years ago, had been removed from the introduction of the policy:</p> <ul style="list-style-type: none"> • The allocation procedure followed when the school opened in the event that it was oversubscribed; as random allocation had become difficult to apply with complete transparency, for 2017 admissions, the home-to-school distance criterion for categories v and vi was introduced; • For 2019 admissions, a new oversubscription criterion for children of St Mary’s staff was added. <p>Decision: Governors AGREED the 2024-24 Admissions Policy by a show of hands vote.</p> <p>A governor asked the number of children in the September 2022 intake from each priority area. The governor explained that the original aim of the policy had been to target a particular area of Hampton (identified by priority area 1), as this area was not served by other local schools. However, since 2013 when the school opened, the demographics had changed and in particular, there were now more school places than children across the borough.</p> <p>Decision: Governors AGREED it was important for the priority areas identified in the policy to be reviewed, as even though the 2022 intake was full, falling rolls was a reality in schools across the borough and the policy should not unnecessarily deter prospective parents from applying to St Mary’s when they do not reside in one of the priority areas.</p> <p style="text-align: right;">ACTION MW: Admissions data –spring 1 Resources</p>
620g	<p>Spring FGB (2 February): Governor Training</p> <p style="text-align: right;">ACTION BL: Organise – advise governors</p>
620h	<p>Parent Governor</p> <p>BL said that Jodi Timbou (JT) had been elected unopposed.</p> <p>Decision: BL THANKED RH for volunteering to be JT’s mentor; governors AGREED.</p>
621a	<p>Headteacher’s Autumn Term Report</p> <p>621a.1 (MA 607a) Number of staff completed / passed safeguarding quiz MW said that staff would complete the Safeguarding Quiz during the January INSET day.</p> <p style="text-align: center;">ACTION MW: Safeguarding quiz – number of staff completed/passed – spring 1 FGB</p> <p>621a.2 A governor asked whether the nurture group was still part of the school’s operation. MW said that he was pleased to report all of the children who had attended the group, had successfully reintegrated back into their class with varying degrees of one-to-one support.</p> <p>A governor asked whether having more children with one-to-one support had a greater impact on staffing. MW said that the re-integration of children in the higher Key Stage 2 classes had been successful with the children being supported effectively. MW said that there was a child in Year 1 whose behaviour was having a significant impact; an EHCP application was in process and the school was engaging with all relevant agencies to secure the appropriate support.</p>

<p>621a.3</p>	<p>A governor noted that the attainment gap was more pronounced in Years 4 to 6 and asked whether the school projected a point where this gap would close in the near future or whether the gap would continue until the children in these Year Groups moved on to secondary school. MW said that the attainment gap was not likely to be closed while the children in Year Groups 4 to 6 were in primary school, but the strategy was for this to narrow with the targeted interventions in place. MW reminded governors that a qualified teacher led the interventions for identified children in Year Groups 4 to 6.</p> <p>A governor said that it was pleasing to know the school continued to set challenging aspirational targets while recognising the impact of the pandemic meant that such targets would be more challenging for some children than others.</p> <p>Governors noted that despite these challenges, the school's aspirational targets were higher than results previously achieved nationally and discussed the importance of sharing this with the parent community.</p> <p>Decision: Governors ACKNOWLEDGED the DfE's instruction that the 2022 SATs results should not be published and, therefore AGREED that the governor's (RH) contribution to the end of term newsletter should include some qualitative feedback on the school's academic outcomes.</p>
<p>621a.4</p>	<p>A governor asked for clarification regarding the Inclusion Lead role.</p> <p>MW explained that a permanent Assistant Headteacher (AHT) role had been advertised to cover for Amy Nesbit's maternity leave. The successful candidate, Monika Das-Mahon (MDM), would cover the AHT role fulfilled by Amy Nesbit until her return from maternity leave: lead for the curriculum, assessment and English. With effect from September 2023, MDM would be the AHT Inclusion Lead, the job description for which had been circulated with the papers for the meeting. MW said that therefore, with effect from September 2023 the leadership team would incorporate two Assistant Headteachers and this had been budgeted in the three-year plan.</p> <p>In reply to a governor, MW said that for the remainder of the current academic year, the budget included provision for a two-days-a-week SENCo.</p> <p>To conclude, the Chair THANKED MW on behalf of the board for the comprehensive headteacher's report and in particular, the SDP, the format of which was clear and usefully based on SMART objectives.</p>
<p>621b</p>	<p>3-5 Year Strategy</p> <p>MW welcomed feedback to the draft strategy.</p> <p>A governor said that the objectives should be SMART and the school should explicitly state its desired achievements.</p> <p>A governor suggested that given the strategy was long-term, it was appropriate for the objectives to be high-level rather than detailed, but certainly should include aspirational language.</p> <p>A governor AGREED, saying that the detailed, measurable objectives should form the annual school development plan, which should support progress towards achieving the strategic</p>

	<p>objectives.</p> <p>A governor suggested there should be an objective focused on building the wellbeing and resilience of children and staff following the pandemic and the expected pressures that were likely to be experienced for at least the next year with the cost-of-living etc.</p> <p>A governor referred to strategic objective, <i>'to continue to increase the quality of education for all learners'</i>, and suggested that this should be updated to communicate that the performance of learners was already good.</p> <p>A governor said that the school's values, faith, hope and love, should inform and be evident in each of the strategic objectives, rather than being a separate objective.</p> <p>Governors were pleased to see the objective, <i>'to fully develop and utilise the school grounds and buildings'</i>, as the large outdoor space was unique and should be celebrated.</p> <p>In conclusion, governors AGREED the format presented was clear; the focus of each objective should take on board the feedback given. Governors AGREED a governor visit should be arranged with a member of the Resources committee to review the draft strategic plan (spring 1), with the updated plan presented to March FGB.</p> <p style="text-align: right;">ACTION MW: arrange gov visit – update strategic plan – present to March FGB</p>
Autumn Term Committee Updates	
622a	<p>Personnel & Pastoral</p> <p>ST said that the main points discussed were:</p> <ul style="list-style-type: none"> • The SCR monitoring report prepared by MW and HV, demonstrating that the database was being monitored regularly • The thorough safeguarding audit report prepared by PJ • Anonymised pay and appraisal information.
622b	<p>Safeguarding: Single Central Register (SCR)</p> <p>MW said that HV had significantly updated the format and contents of the SCR.</p> <p>A governor asked whether CPOMS would support the school in improving the SCR further. MW explained that CPOMS streamlined the safeguarding reporting processes, providing the facility for an online record of all incidents. The SCR was a separate database.</p> <p>A governor asked whether the format of the SCR was optimal, specifically whether the use of Excel was the industry standard. MW said with the changes made to the SCR this term, it was currently the optimal format, but said that this could be reviewed further. MW said that he would advise HV to arrange to meet with the SBM at St Mary's and St Peter's primary school in Teddington to share best practice.</p> <p>In reply to a governor, MW said that the board should be reassured that the recent, independent audit (conducted by GROW Education Partners, see minute 620c.3) had reported that the SCR was compliant.</p> <p>MW AGREED that it was good practice to have regular, independent safeguarding audits and</p>

	<p>said that for the next academic year an AfC audit would be organised.</p> <p>Governors wished their THANKS to be conveyed to Helen Vernon for the changes made to the SCR, an integral and essential element of the school's record-keeping and were pleased to hear MW's approach to regular, independent auditing.</p> <p style="text-align: right;">ACTION MW: SBM report – SCR best practice – summer P&P</p>
622c	<p>2022-23 Teachers' Pay Policy</p> <p>A governor asked the reason for not including the exceptional progression paragraph that had been included to date in the school's policy.</p> <p>CS said that the policy presented to the meeting was based on the LDBS model policy that had been negotiated with the recognised trade unions.</p> <p>Governors discussed the following points:</p> <ul style="list-style-type: none"> • The inclusion of the exceptional progression paragraph would enable such performance to be recognised in a challenging job market • It could be that there would not be a desire to recognise exceptional performance, but in its absence, such performance could not be recognised • The parameters to support exceptional progression being rewarded (as outlined in previous policies) were detailed and robust • The importance of being able to reward exceptional performance. <p>A governor asked the reason for not including provision to move from UPS2 to UPS3, as this would mean that members of staff with ambition to progress would seek opportunities at other schools.</p> <p>The Chair explained that St Mary's was not sufficiently big to be able to include this top teacher salary band in its pay structure. The Chair said that, as governors had discussed in previous years, not including the pay band would help to ensure a healthy turnover of staff. The Chair explained that the policy in place should achieve a healthy balance between staff retention and turnover to both bring fresh ideas and approaches and to achieve a viable budget.</p> <p>AR said that from a staff perspective, this strategic approach was understandable.</p> <p>NW added, as a Deputy Headteacher of an independent school, that such an approach encouraged aspiration in teaching staff and staff moving on for promotion opportunities provided positive marketing experiences.</p> <p style="text-align: right;"><i>AR did not vote</i></p> <p>Deliberation: To understand the board's thinking and progress the discussion, governors VOTED, by a show of hands, on the following:</p> <ul style="list-style-type: none"> • Definitely support the inclusion of the exceptional performance paragraph RECEIVED two votes • Definitely support the LDBS model policy being implemented (i.e. no exceptional performance paragraph) RECEIVED no votes. <p>Decision: Governors then AGREED, by a show of hands vote, that the 2022-23 Teachers' Pay Policy should include the exceptional progression paragraph from the 2021-22 Teachers' Pay Policy, as long as the LDBS People and Culture Adviser, Terri Patterson, did not advise that a</p>

	<p>further consultation period would have to be followed; one Governor ABSAINED from this vote. Governors AGREED that should a further consultation period be required to include the exceptional progression paragraph in the policy, then the policy presented to the meeting should be implemented for the current academic year.</p> <p><i>(After the meeting, CS CONFIRMED with Terri Patterson that it was not necessary to conduct a union/staff consultation, as the exceptional performance wording had previously been consulted on. The exceptional performance wording at appendix A was therefore added to the 2022-23 Teachers' Pay Policy.)</i></p>
622d	<p>Early Career Teachers Policy Decision: Governors AGREED the Early Career Teachers' policy by a show of hands vote.</p>
623a	<p>Resources AP referred governors to the minutes of the October meeting, noting specifically:</p> <ul style="list-style-type: none"> • An update on the misreporting of salary information by the provider was expected at the forthcoming committee meeting; the school's Data Protection Officer had been advised of the matter • The committee's monitoring of the September expenditure report was detailed in the minutes • The committee had raised concern regarding the level of service received from Moore Kingston Smith (internal auditors) for the fee being paid; an update was expected at the forthcoming meeting.
623b	<p>Cleaning Provision MW said that as part of the school's annual review of the May Harris SLA, certain factors had come to light that were concerning in terms of staff pay and conditions. MW said that in addition, both members of staff had recently resigned, following which the provider revoked their contract with a day's notice.</p> <p><i>BL, DW & HH declared an interest: one of the cleaners at May Harris works at St Mary's PCC</i></p> <p>MW explained that in view of the school's reservations, alongside discussing the terms of the contract with May Harris, HV had already started to compile a tender process with a view to changing the provider from September 2023. MW said that the school had not been prepared to enter into a two-year contract with May Harris, as had been requested.</p> <p>MW said that according to the finance manual (page 10) for a contract in excess of £20K (twenty thousand pounds) there should be a full tendering procedure unless authorised by the governing board. MW requested that the governing board authorise a one-year contract based on the three quotes received and that the decision of the company to whom the contract was awarded be deferred to the school's senior leadership (MW and HV).</p> <p>MW referred governors to the analysis provided for the meeting, explaining that this was supported by detailed specifications from both alternative providers, Rapid Clean and Rochelles, and for whom references were being sought. MW said that Rochelles had a Christian foundation and was able to provide caretaking services as part of the SLA.</p> <p>MW explained that given a temporary arrangement was in place, the cleaning provider needed to be decided with haste, to preferably enable an implementation date at the start of the</p>

spring 2023 term. MW therefore REQUESTED that the board delegated the decision of the company to whom the cleaning contract was awarded to the headteacher and school business manager based on the three quotes presented to the meeting.

A governor said that the important point for consideration was whether the board agreed a decision on the cleaning provider could be made based on obtaining three quotes, rather than a full tender process. The governor questioned whether a tender process would provide any further, valuable information.

A governor questioned the inclusion of May Harris' quote within the three presented based on the school's reservations with the provider and the desire to move to an alternative provider.

A governor expressed the view that an additional quote would not provide any additional, valuable information, as the scope and relative cost was evident from those presented; indeed, the quotes were similar on these parameters.

A governor presented a counter-argument; that there should be consistency in the application of negotiating providers for all services and it was important not to rush into a contractual relationship without a formal tendering process. The governor said that the board should be hesitant of not going to tender, as there was not an incumbent provider. Basing the decision on quotes seemed a pragmatic approach, but could result in unintended consequences. The governor said that while the proposal (to enter into a contract with one of the companies that had provided a quote) seemed to be the favourable approach, there had been repeated problems with cleaning and caretaking over the years and therefore the leadership team should ensure a thorough review was conducted.

A governor pointed out that the cleaning provider did not have direct contact with children and there were straightforward service requirements that could be detailed as part of the contract specification. This meant the service was quantifiable with quotes providing all of the necessary information.

Governors raised the following questions:

- One of the three companies, Rochelles, had included deep cleaning during the holiday period and said that the additional cost from the other two companies should be factored into their quotes for equitable comparison
- Whether the two alternative companies approached, Rochelles and Rapid Clean, were the best two alternative companies in the market
- The cost of carpet cleaning, as this was not provided in the quotes from Rochelles and Rapid Clean
- In the absence of a tender, what would the negotiation process be to achieve best price and best service?
- The ethos of the companies.

MW assured governors each company's quote provided more detail regarding the service offered. MW said that both he and HV had worked with Rochelles in their previous jobs at Esher Church School. MW said that Rochelles had a Christian foundation.

	<p>A governor asked the length of the contract. MW said the contract would be for one year.</p> <p>Decision: Governors unanimously AGREED by a show of hands vote:</p> <ul style="list-style-type: none"> • Where possible, a tender process should determine the award of a service contract • In the current exceptional circumstances and the need to secure reliable cleaning in a short time frame, the contract could be awarded based on three quotes. This decision was based on the quotes provided being of a similar value (limited price range). <p>Governors also unanimously AGREED by a show of hands vote that the decision regarding the company to whom the cleaning contract was awarded could be delegated to the headteacher and school business manager based on the following being met:</p> <ul style="list-style-type: none"> • One of the three quotes must not be from May Harris (most recent provider) and therefore a third quote should be obtained before determining the company with whom to enter into a contract • The contract should be for one year and based on best value • The outcome of the process should be reported to the Resources committee the following week for transparency and clarity • There should be a retender process for the subsequent contract, i.e. the contract to commence in spring 2024 (based on the forthcoming contract starting spring 2023). <p>Governors NOTED the requirement for the school to notify the ESFA of the contract, as the value would exceed £20K (twenty thousand pounds).</p> <p>Governors NOTED that Rochelles was able to provide caretaking, although the scope of the role being offered should be clearly reviewed to ensure the school's requirements could be met.</p> <p>A governor asked whether the school conducted DBS checks for cleaners. MW explained that it was the company's responsibility to conduct the check; the school must record that the DBS certificate had been seen on the SCR.</p>
623c	<p>Final Audit Findings (Autumn 2022) AP said that the external auditor was attending the Resources committee meeting the following Thursday to present the findings; the discussion would be reported to the spring FGB.</p>
624a.1	<p>Teaching & Learning Committee JW said the main points of discussion were: the autumn SIP visit; the autumn progress data, the SEND governor visit, and the governor monitoring visit of progress data.</p>
624b 624b.1	<p>Committee Chair BL said that the committee Chair was becoming vacant, as JW had resigned from her role on the board with effect from the end of the autumn term. BL THANKED JW for carrying out her governing role so diligently throughout her tenure and for being a consistently faithful voice; her insightful contribution to the board would be missed.</p>
624b.2	<p>Decision: Governors unanimously APPOINTED NW as the T&L committee chair with immediate effect and until the first FGB meeting in the autumn term.</p>

624c	<p>Risk Register – New Risk (30): Preparedness to deliver Teaching & Learning in an Emergency</p> <p>NW said that the committee had discussed that the risk (25), respond to learning changes due to Covid-19, should now be REMOVED from the register, as the government guidance in regards to COVID was unlikely to change and specifically that schools would not be instructed to close for this reason.</p> <p>NW said that given advancements in remote learning, the committee considered that there should be a more generalised risk regarding the school’s ability to revert to remote learning in the event of any emergency.</p> <p>Decision: Governors AGREED risk 25 should be REMOVED and the new risk included on the register.</p> <p style="text-align: right;">ACTION NW: Update risk register – before spring T&L</p>
625a	<p>Meetings</p> <p>BL said that the dates of the governors’ meetings for the spring term were detailed on the agenda and were as follows:</p> <p style="text-align: center;">Spring 1</p> <p style="text-align: center;">P&P: Thursday 26 January at 4.30pm FGB: Thursday 2 February at 7.30pm Resources: Thursday 9 February at 9am</p> <p style="text-align: center;">Spring 2</p> <p style="text-align: center;">T&L: Thursday 9 March at 5.30pm (see discussion below) Resources: Thursday 23 March at 9am</p> <p style="text-align: center;">Thursday 30 March – AGM at 7.15 pm & FGB at 7.30 pm</p>
625b	<p>Resources Committee – 15 December 2022: AP said that the external auditor had requested to attend virtually. AP said that in the absence of the appropriate technology to accommodate hybrid attendance, the meeting would take place on Teams. <i>(CS circulated a Teams calendar invitation on Friday 9th December to the committee members.)</i></p>
625c	<p>Teaching & Learning Committee: NW requested that the meetings started at the later time of 5.30pm. Decision: T&L committee members AGREED the later start time. <i>(After the meeting, CS updated the calendar invitations.)</i></p>
	AR left the meeting at 9.32pm
	Part Two Confidential Items
626	<p>Report of Leadership Appraisal Group <i>Discussion recorded as separate minute.</i></p>
627	<p>(MA 613b) Conclusion of Formal Process</p> <p>Governors NOTED the report demonstrating the school had implemented all agreed actions. A governor said that it was positive to see improvements in operational practices.</p>
628	<p>BL CLOSED the meeting at 9.39pm THANKING governors for their contributions to the meeting.</p>

The board formally **AGREED** these minutes to be a **TRUE** and **ACCURATE** record at the next meeting on 2nd February 2023.



Signed by the Chair

APPENDIX A

Wording included in the 2022-23 Teachers' Pay Policy:

Minute 622c: Exceptional Progression

Leadership Pay Range: Under no circumstances may more than two points progression on the Leadership Pay Range be awarded in any one year and it is envisaged that an award of two points will be exceptional and will require detailed justification.

Main Pay Range: A teacher may **exceptionally** be progressed two points on the Main Pay Range if:

1. The teacher has fully met all the Teachers' Standards for two consecutive years;
2. The teacher has fully met objectives set for two consecutive appraisal cycles;
3. The teacher has delivered consistently outstanding teaching for two years;
4. The teacher has brought about better than expected levels of pupil progress for two years;
5. The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years; and
6. It is financially sustainable to award such a pay rise.