



Minutes of Governing Board (GB) Meeting 54

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 2nd February 2023

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
	Hilary Hart (HH)		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
	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, P&P; Vice Chair, Resources	18 July 2026
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

Also Attended: Clare Struthers (CS, Clerk to Governors)
Sarah Creegan (SC, Laughologist, Laughology Learning & Development)

Apologies: Paul Jeanes (PJ; PCC-nominated governor; 1 Dec 2025)
Andrew Parish (AP; PCC-nominated governor; Chair, Resources; 26 May 2026)


Minute	Discussion & Decisions
629	BL welcomed everyone, in particular JT, with this being her first governors' meeting, and SC, at 7.35 pm and opened with a prayer.
630	SC led Unconscious Bias Training . At the conclusion, BL THANKED SC, on behalf of the board, for leading a thought-provoking session that had communicated an important topic in a particularly relatable and entertaining style. <i>SC left the meeting at 9.10pm</i> <i>The presentation is available on Governor Hub for governors' reference.</i>
Meeting Agenda	
631	BL said that apologies for absence had been RECEIVED from PJ and AP. The board ACCEPTED the apologies.
632	Declarations of Interest: Governors CONFIRMED there were none relevant to the matters for discussion.
633	BL said that two items of AOB had been raised: <ul style="list-style-type: none"> • start time of P&P and T&L committee meetings • March INSET day. Governors CONFIRMED there were no other matters of AOB to be raised.

634a	<p>Previous meeting held on 8th December 2022</p> <p>Minutes of the previous meeting</p> <p>Decision: All governors present at the December meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL signed the minutes after the meeting.</p>
634b	<p>Governors NOTED all matters arising from the previous meeting would be reported on with the relevant agenda item, except the following to be carried forward to the next meeting:</p> <ul style="list-style-type: none"> • (MA 621b) 3-5 Year Strategy <p style="text-align: right;">ACTION MW/RH: Finalise draft strategy – March FGB</p>
Governance	
635a.1	<p>Update on Matters Arising from Previous Meeting</p> <p>(MA 618b) Governors’ Safeguarding Training</p> <p>Governors were reminded of the requirement to complete the eLearning module (level 1).</p> <p style="text-align: right;">ACTION Governors: Ensure eLearning completed asap (if not already) – advise CS to record on GovHub when completed</p>
635a.2	<p>(MA 621a.1) Number of Staff Completed/Passed Safeguarding Quiz</p> <p>MW said all staff who had face-to-face contact with children had taken and passed the quiz. MW said that the kitchen team were required to complete.</p> <p style="text-align: right;">ACTION MW: kitchen team – safeguarding quiz – update to spring 2 FGB</p>
635b	<p>Developing Partnerships with Local Schools</p> <p>MW said that the first meeting with a group of local LDBS schools had happened that day; the purpose being to build trust and discuss the needs and priorities across the diocese.</p> <p>Governors were pleased to hear the meetings had started to take place to develop these partnerships and looked forward to hearing how the discussions progressed.</p>
635c	<p>Personnel & Pastoral Membership</p> <p>BL said that bearing in mind the nature of the matters the headteacher could raise, a formal process requiring governor involvement could potentially follow; it was therefore important for the P&P membership to be restricted to the minority of governors on the board.</p> <p>BL proposed:</p> <ul style="list-style-type: none"> • The number of governors on the committee be expanded to four for the remainder of the current academic year • This would enable succession plans to be put in place, should the chair of the P&P committee’s (ST) term of office come to an end in July 2023 (i.e. a further term not be agreed) • Members of the committee to be: ST (Chair), RH (Vice Chair), MW, BL, PJ, AE and JT. <p>Decision: Governors AGREED the membership of the Personnel & Pastoral committee should:</p> <ul style="list-style-type: none"> • increase to ‘an additional four governors’ for the remainder of the current academic year • be as stated.
Autumn Term Committee Updates	
636a	<p>Personnel & Pastoral</p> <p>RH said that the main points discussed were:</p>

	<ul style="list-style-type: none"> • Spring term SCR monitoring report; RH THANKED governors for presenting their DBS certificates and supporting documentation to Helen Vernon, stressing the importance of this being maintained when new governors joined the board to ensure the school's records were Ofsted-compliant; • LDBS safeguarding audit; RH said that the committee had NOTED that this had been extremely thorough, demonstrated by the extensive report provided, and from which MW had agreed to present the school's progress with completing the action plan to the summer term committee meeting; • Governors' induction checklist; RH said that himself and JT were planning to meet to work their way through the new process, trusting that it would assist in helping new governors to be appraised of the requirements and responsibilities of the role more effectively.
636b	<p>Governor Training & Development Plan</p> <p>BL THANKED DW for preparing the detailed plan, which had usefully tailored the AfC CPD training offer to the board structure, i.e. the events relevant to the link roles and committees. BL encouraged governors to complete the post-event evaluation form circulated with the papers for the meeting, in order to share feedback and enable the whole board to learn from governors' individual experiences.</p> <p>BL asked committee chairs to ensure time to discuss governor training at forthcoming meetings was allocated, to ensure collective agreement of forthcoming training attendance.</p> <p>BL said that it would be useful for the board to review the impact of the unconscious bias training.</p> <p>ACTION CS/BL: impact of unconscious bias training – review – summer 2 FGB</p>
636c.1	<p>Policies</p> <ul style="list-style-type: none"> • Complaints • Complaints Against Governors <p>MW said that the Complaints Policy referenced the separate Complaints Against Governors Policy and the timelines were consistent across both policies.</p> <p>Decision: Governors AGREED the Complaints and Complaints Against Governors policies by a show of hands vote.</p>
636c.2	<p>2022-23 Support Staff Pay</p> <p>CS referred governors to the wording circulated with the agenda for the meeting:</p> <p><i>'The Support Staff Pay Scales are the NJC (National Joint Council) pay scales, resulting from negotiations between local government and the NJC.</i></p> <p><i>The headline is for an increase to all salary pay points of £2,229 per year in Outer London. This equates to more than a 10% increase to staff on the lowest pay points, and helps to ensure that all schools support staff receive extra support with the cost of living.'</i></p> <p>Decision: Governors AGREED the 2022-23 Support Staff Pay policy by a show of hands vote.</p>

637a	<p>Resources</p> <p>BL referred governors to the minutes of the December meeting, noting specifically:</p> <ul style="list-style-type: none"> • The committee’s monitoring of the Quarter 1 (September-November) expenditure report, which was detailed in the minutes • The focus of the spring internal audit (by Moore Kingston Smith) would be payroll. • The committee had raised concern regarding the level of service received from Moore Kingston Smith (internal auditors) for the fee charged; an update was expected at the forthcoming meeting. <p>BL said that should governors have any further questions on the quarter 1 expenditure report these could be submitted to himself and MW.</p>
637b	<p>(623b) Cleaning Provision</p> <p>BL referred governors to the update from Helen Vernon, School Business Manager, provided with the agenda for the meeting:</p> <p><i>‘Rochelles was selected. A fourth quote had been received from IMS, which was very impressive and would be a good backup if needed.</i></p> <p><i>Rochelles were the least expensive. Rochelles pay their staff the minimum wage whereas IMS pay 48p per hour more. Even considering this, Rochelles represented better value for money. Rochelles are not as high tech with their management tools, relying on site manuals and sign-in sheets, but the best references were provided. MW and HV have worked with Rochelles previously, and they can supply caretakers if the school leadership decided to combine the services.’</i></p> <p>MW CONFIRMED that the one-year contract had been awarded to Rochelles; this had started the previous day (1 February 2023).</p> <p>BL recorded the board’s THANKS to HV for the thorough approach to the cleaning contract review and for reaching a successful conclusion.</p>
638	<p>Any other Business:</p> <p>638a Start time P&P and T&L Committee Meetings A governor said that the item had been requested to explore whether the start time could be later. BL suggested that the committee times remained the same for the summer term meetings, but that the Chairs ensured the matter was discussed at the next meeting to ensure all appropriate steps were taken to make attendance accessible to all members, as far as reasonably possible.</p> <p>638b March INSET day Scheduled to follow Two days of Potential Strike Action <i>AR declared an interest as a member of the school’s teaching staff and did not participate in the discussion.</i></p> <p>BL said that the timing of INSET days was an operational decision. BL said that a governor had raised the question whether the school having an INSET day on the Friday immediately after two days of potential strike action was a ‘good call’. BL said that the parent-teacher consultations originally planned for the same week had already been rescheduled.</p>

	<p>In discussion, governors NOTED that the date of all INSET days were planned and published during the spring term of the previous academic year, a considerable amount of time beforehand, and some parents/carers might have taken the opportunity to plan an activity for these days.</p> <p>A governor pointed out that if the INSET day presented safeguarding challenges for some children, consideration should be given to reschedule the date.</p> <p>Governors AGREED safeguarding was an extremely important point to consider.</p> <p>MW said that there were no known safeguarding implications for the INSET day going ahead as scheduled in March.</p> <p>In discussion, governors acknowledged that while there was potentially three consecutive days when the vast majority of children would not be in school, the reasons (strike action and INSET) should not be linked; they were entirely separate.</p> <p>Governors did, however, acknowledge that some parents would view the three days as a whole and that while from a teaching and learning point-of-view the non-school days were unavoidable, parents could view this as teachers having a five-day break relatively soon after half term. Governors acknowledged that if that were the case, the INSET day going ahead might not be well received.</p> <p>In reply to a governor, MW said that a future newsletter would acknowledge the fact that there were two potential strike days immediately prior to the pre-arranged INSET day, which would go ahead.</p> <p>BL concluded by THANKING the governor for raising the question and to governors for their contribution to the discussion, as part of which important points had been considered, but said that ultimately, whether the INSET day went ahead as planned was an operational decision.</p> <p>638c Strike days</p> <p>A governor commented that some schools were opening for key worker children, as well as children with an EHCP, on strike days.</p> <p>BL said that the definition of a key worker was not a clear definition therefore this had not been included as a deciding factor for the strike days.</p> <p>MW said that the locality of Richmond schools had agreed the consensus approach that; should a teacher decide to strike:</p> <ul style="list-style-type: none"> • A Teaching Assistant would not be assigned to lead the class • The class would close for the duration of the strike • Children with an EHCP and social worker children would be offered the opportunity to attend school on for the duration of the strike day. <p>BL THANKED MW for updating the board on the school’s approach.</p> <p>Governors were pleased to learn the school was taking a neutral position to this challenging situation.</p>
639	<p>Meetings</p> <p>BL said that the dates of the governors’ meetings for the remainder of the spring term were detailed on the agenda and were as follows:</p>

	<p style="text-align: center;">Spring 1 Resources: Thursday 9 February at 9am</p> <p style="text-align: center;">Spring 2 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>
	AR left the meeting at 9.36pm
	Part Two Confidential Item
640	<p>Minute of the previous meeting Decision: All governors present at the December meeting AGREED, by a show of hands vote, that the Part Two Confidential minute was a TRUE and ACCURATE record. ST (as the Chair of the HTPR group) signed the minute after the meeting.</p>
641	BL CLOSED the meeting at 9.39pm THANKING governors for their contributions to the meeting.
	<p style="text-align: center;">The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 30th March 2023.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Signed by the Chair</p>