



Minutes of Governing Board (GB) Meeting 58

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 21st September 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
	Hilary Hart (HH)	Vice Chair, Teaching & Learning	1 April 2024
	Andrew Parish (AP)	Chair, Resources Committee	26 May 2026
	David Western (DW)		1 Dec 2025
Parent (2)	Jodi Timbou (JT)		5 Dec 2026
Co-opted (3)	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Personnel & Pastoral & Resources committees	18 July 2026
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

Attended: Clare Struthers (CS, Clerk to Governors)

Apologies: Tim Stephens (TS; PCC-nominated governor; 25 Nov 2024)

Nick Woods (NW; LDBS appointed governor); 24 Feb 2024)

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

Minute	Discussion & Decisions
685	BL opened the meeting at 7.35 pm with a prayer.
686	BL said that apologies for absence had been RECEIVED from TS and NW. The board ACCEPTED the apologies. PJ was ABSENT from the meeting.
687	Declarations of Interest: All present CONFIRMED there were none to declare for the matters to be discussed.
688a	Previous meeting held on 13th July 2023 Minutes Decision: All governors present at the July meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.
688b	Matter Arising to carry forward to the next FGB (November 2023) (676b.4) update on additional funding available ACTION MW & JT: update to November FGB
Governance Matters	
689a.1	Chair of Governors Election CS said that, as stated on the agenda for the meeting, one nomination had been RECEIVED from BL. In reply to CS , governors CONFIRMED there were no further nominations. Decision: Governors UNANIMOUSLY ELECTED BL as Chair of Governors until the first FGB meeting in the autumn 2024 term by a show of hands vote.

689a.2	<p>Vice Chair of Governors Election</p> <p>BL said that as stated on the agenda for the meeting, one nomination had been received for Vice Chair of Governors from RH.</p> <p>In reply to BL, governors CONFIRMED there were no further nominations.</p> <p>Decision: Governors UNANIMOUSLY ELECTED RH as Vice Chair of Governors until the first FGB meeting in the autumn 2024 term by a show of hands vote.</p>
689b	<p>Any Other Business items: None were raised.</p>
689c	<p>Governance Documentation for the 2022-23 Academic Year</p> <p>BL THANKED CS for reviewing the suite of documentation.</p> <p>Decision: In reply to BL, governors CONFIRMED having reviewed the following prior to the meeting and AGREED by a show of hands vote::</p> <ul style="list-style-type: none"> • 2023-24 Standing Orders, including the ‘Open’ & Virtual Meeting Protocols • 2023-24 Scheme of Delegation • 2023-24 FGB Terms of Reference.
689d	<p>Governor Roles</p> <p>689d.1 Members of the Leadership Appraisal Group</p> <p>Decision: Governors AGREED the members of the leadership appraisal group for the current academic year to be NW (Chair), HH and DW.</p> <p>As a new member of the group, DW AGREED to complete AfC’s HTPR training.</p> <p style="padding-left: 40px;">For complete transparency, DW DECLARED a potential conflict of interest; his wife was currently employed by AfC; DW CONFIRMED that the personal interest would be declared through the annual process to ensure inclusion on the register published on the school’s website.</p> <p>CS said that AfC Governor Support advised the School Improvement Partner was the external advisor to the group. The charge for this support was included in the school’s full premium SPA[RK] package subscription.</p> <p>Decision: Governors NOTED this recommendation, but AGREED to continue with the support provided by John Frostick for this process.</p> <p>689d.2 SDP Priorities</p> <p>Decision: Governors AGREED assigning each priority to a committee would effectively support their monitoring of the school’s progress towards achieving each of the priorities and agreed the link committees would be as detailed in the table at appendix 1. Governors AGREED to discuss their monitoring activities at the autumn committee meetings.</p> <p>Link Roles</p> <p>Decision: Governors AGREED the following link roles:</p> <ul style="list-style-type: none"> ○ Exclusion Appeals: AP ○ Risk Register: RH ○ Sports Premium: TS.


689e	<p>Decision: Governors AGREED the Conflict of Interest Policy circulated with the papers for the meeting.</p>
689f	<p>2023-24 Committee Structure, Membership & Terms of Reference</p> <p>Governors CONFIRMED having REVIEWED the documentation circulated with the papers for the meeting.</p> <p>On request, AP and NW (prior to the meeting) CONFIRMED they were willing to continue as the Chair of the Resources and Teaching & Learning committees (respectively). RH VOLUNTEERED to be Chair of the Personnel & Pastoral committee.</p> <p>Decision: Governors AGREED for the current academic year:</p> <ul style="list-style-type: none"> • Committees’ terms of reference and membership, as detailed in the documents circulated with the papers for the meeting • Chairs of the committees to be: Personnel & Pastoral - RH, Resources – AP, Teaching & Learning – NW.
689g	<p>Governors’ Code of Conduct</p> <p>CS said that the following limited updates (advised to governors prior to the meeting) had been incorporated:</p> <p>Page 2 - Additional bullet point under 'Our Roles & Responsibilities': 'We will act as the local ambassadors for our trust.'</p> <p>Page 2 - Final bullet point - added an additional sentence: 'We recognise that failure to comply with these requirements will disqualify us from holding office.'</p> <p>Page 3 - Build & Maintain Relationships: Fourth bullet point: added to the end of the sentence – 'to establish effective working relationships.'</p> <p>Page 3 - Proceedings of the GB: The statement had been updated to more accurately reflect the current circumstances: 'As a corporate body, we agree the principles and protocol of virtual meetings, outlined in Appendix B of the 2023-24 Standing Orders, the Virtual Meeting Protocol.'</p> <p>Decision: Governors AGREED to ADOPT the 2023-24 Governors’ Code of Conduct.</p>
689h	<p>Keeping Children Safe in Education (KCSIE, September 2023)</p> <p>BL stressed the importance of all governors reading this statutory guidance.</p> <p>ACTION ALL GOVERNORS: Read KCSIE (Sept 23); complete confirmation on Governor Hub (see minute 689j)</p> <p>A governor asked whether the school had taken actions regarding filtering in line with the enhanced requirements detailed in KCSIE effective from 1 September 2023.</p> <p>MW said that the school was working with the IT provider, Eduthing, to ensure the relevant requirements were implemented appropriately.</p> <p>In reply to a governor, MW AGREED to provide a more detailed update, in terms of the actions taken, to the autumn Resources committee meeting.</p>

	<p>BL said that as members of the board had completed the basic level 1 safeguarding eLearning during the previous academic year, there was no requirement for further training to be completed this year.</p>
<p>689i</p>	<p>Academy Trust’s Finances</p> <p>CS referred governors to David Withey’s (Chief Executive, ESFA) letter to Accounting Officers (dated 6 July 2023), which detailed the key changes incorporated in the 2023 Academy Trust Handbook:</p> <ul style="list-style-type: none"> • related party transactions: threshold beyond which ESFA approval was required for related party transactions had been increased from £20k (twenty thousand pounds) to £40k (forty thousand pounds) • annual reporting:: there was no longer the requirement to explain holding fewer than six board meetings per year in the annual accounts, although there was a continued expectation for regular and effective meetings • budget setting: an additional month to submit annual budget forecast returns had been included (to 31 August) • budget monitoring: there was greater discretion in the distribution of management accounts • sustainability: salary sacrifice schemes could be set up for electric vehicles, in most cases without ESFA approval. <p>CS said that the letter further explained overall the aim had been for the 2023 handbook to be as concise as possible, with detail and prescription having been removed. In addition, in a very small number of places ‘this year’s handbook more strongly emphasised trusts’ existing responsibilities - most notably the critical importance of ensuring the ongoing safety of the school estate.’ There were no new requirements in relation to estates, but rather greater emphasis and explanation of existing responsibilities.</p> <p>CS advised that a supporting checklist of ‘the musts’ had been published this year, which was not mandatory to complete.</p> <p>A governor suggested that the removal of the detail and prescription had diluted the requirements; the school should aim to continue with its current practice.</p> <p>GOVERNORS NOTED the contents of the letter.</p>
<p>689j</p>	<p>BL said that once governors had read the following, their confirmation of having done so should be recorded on Governor Hub and this should be completed by 30 September:</p> <ul style="list-style-type: none"> • Governors’ Code of Conduct • KCSIE (1 September 2023) • Academy Trust Handbook, in particular the changes detailed on page 7 • Governors’ Privacy Notice. <p>CS advised that the Privacy Notice circulated with the papers for the meeting was based on the updated model provided by David Coy, Data Protection Officer.</p> <p>Governors AGREED to complete the confirmations after having read and understood the above stated documents.</p> <p>ACTION ALL GOVERNORS: complete confirmations by 30 September</p>

689k	<p>Annual Declaration of Interests</p> <p>CS said that each governor should review their declaration recorded on Governor Hub, amend as appropriate, and complete the declaration: From this the register to be published on the school’s website would be prepared and provided to the auditors.</p> <p>ACTION ALL GOVERNORS: complete declarations on Governor Hub by 30 September</p>
689l	<p>Decision: Governors NOTED the 2023-24 Annual Agenda Plan and Policy Schedule.</p>
689m	<p>Risk Register</p> <p>RH said that the review had been an opportunity to reset all risks and ensure the school’s long-term strategic objectives were incorporated. Therefore, all scores and owners had been removed.</p> <p>Prior to or during the autumn committee meetings, committee chairs AGREED to:</p> <ul style="list-style-type: none"> • Review the risks to determine whether they continued to be relevant and if so, update the detail/description, as appropriate • Work with the assigned risk owner to agree initial scores. For a score under 10 (see scoring guidelines below), assess whether the risk should continue to be live or whether it could be archived. <p>Governors AGREED risk owners should update the risk by:</p> <ul style="list-style-type: none"> • Identifying the existing or new mitigation strategy • Adding estimated residual likelihood and impact scores • Keeping notes updated on monitoring activities conducted. <p>Governors also AGREED each committee should review the assigned SDP priorities (see minute 689d.2) to determine whether any additional risks were to be incorporated.</p> <p>RH said that this would ensure the risk register was aligned to the SDP and long-term vision and would be an effective tool to monitor the school’s progress.</p> <p>In terms of the risk scores, governors AGREED.</p> <ul style="list-style-type: none"> • High Risk: Risk score of 25 or higher would be reviewed every half term by the owner, committee (if meeting) and FGB (applicable to the minority of risks) • Medium Risk: Risk score of 15-24 would be reviewed every term by the owner and committee; reported to FGB at the committee’s request. • Lower Risk: Risk score below 15 to be reviewed annually (unless an urgent reason requires otherwise) by the owner and reported to the relevant committee if the owner considers it necessary. • Low Risk: For a risk score below 10, FGB to consider whether appropriate for risk to be archived, on owner’s request. • All status changes (Red to Amber to Green and vice versa) to be flagged within committee and minuted at FGB. <p>BL THANKED RH for reviewing the risk register and STRESSED the importance of committee chairs and assigned risk owners completing the above detailed actions in preparation for the presentation of the complete risk register to the November FGB.</p>

689n	<p>Governor Training BL referred governors to the training schedule circulated with the papers for the meeting.</p> <p>Safer Recruitment: CS said that one member of the board should have completed the training: JT CONFIRMED having done so within a three-year period (the confirmation certificate had been requested and would be provided).</p> <p>Governors AGREED to further review the training schedule in the autumn committee meetings and to commit to attending at least one training event during the academic year.</p>
689o	<p>Governors' Self-Evaluations (2023-24) BL THANKED governors for completing the self-evaluations and said it was pleasing to see the feedback was broadly positive.</p> <p>BL said themes from the NGA 20 questions and the 360 degree feedback to focus on this academic year were:</p> <ul style="list-style-type: none"> • induction process was early in its introduction and required time to become embedded. Governors AGREED that with the vacancies on the board (see minute 689p), there would be opportunities to determine its effectiveness. • Ongoing development – the detailed training schedule would be considered in committee meetings to ensure coverage across the board members (see minute 689n). <p>Skills Audit Analysis Governors NOTED that the only item to return an average score of 2 was governors' confidence in being a member of the headteacher's appraisal panel. Governors recognised that while a limited number of governors should feel confident with this responsibility, it would be beneficial to consider relevant training in future years to successfully achieve succession planning. Governors were pleased to see all other items returned average scores of 3 or 4 demonstrating a broad range of skills across the board.</p> <p>Whole board training for 2023-24: BL WELCOMED governors' feedback on the focus of the event that usually took place during the FGB in the first half of the spring term.</p> <p>BL said that some governors had identified areas for their own professional development as part of the skills audit and encouraged them to complete this during the academic year.</p>
689p	<p>Governors NOTED that there were currently two vacancies on the board: PCC-nominated and parent.</p> <p>BL ADVISED that Alexandra Elwood had resigned from her governing role with the board following her relocation away from the area during the summer break; BL NOTED the board's THANKS for her contributions to the board during her tenure.</p> <p>Governors considered whether it would be helpful to have another governor with education expertise on the board.</p>

	<p>Governors concluded that with four members of the board, HH, PJ, JT and NW having an education background, there was currently sufficient expertise.</p> <p>Decision: Following brief discussion and considering the result of the skills audit, governors AGREED the desired skills for new members of the board were legal and HR; these would be expressed as desirable as part of the nomination processes.</p> <p>ACTION MW/CS: liaise – parent governor election process – update to November FGB</p>
689q	<p>2022-23 Annual Report: BL said that the auditors had set a tight deadline for the board’s submission of the draft narrative (by 22nd September).</p>
	<p>Safeguarding</p>
690	<p>Safeguarding & Child Protection policy (autumn 2023)</p> <p>MW said that the updated AfC model policy had been adopted. MW said that the main change in terms of the school’s procedures was that all reporting was now online through CPOMS (Child Protection Online Management System).</p> <p>A governor asked the reason for there being two named deputy designated safeguarding leads (DDSL).</p> <p>MW explained that as both Sarah Creegan (SC, SENCo) and Amy Nesbit (AN, Assistant Headteacher) worked part-time, this ensured there was always a DDSL on duty. MW CONFIRMED that both SC and AN had completed the relevant training and had the requisite experience.</p> <p>Decision: Governors AGREED the Safeguarding and Child Protection Policy presented to the meeting by a show of hands vote.</p>
	<p>Management & Leadership</p>
691a	<p>BL THANKED MW for presenting the 2023-24 School Development Plan with clearly defined, SMART targets, distributed between members of the school’s leadership team.</p> <p>Decision: Governors AGREED the 2023-24 SDP by a show of hands vote.</p>
691b	<p>Governors NOTED the 2023-24 Staff Organisation Chart circulated with the papers for the meeting.</p> <p>In reply to a governor, MW said that the responsibilities of the administration role (vacant with effect from the start of the autumn term) were being re-evaluated to ensure current requirements were met.</p>
691c	<p>Monitoring & Evaluation Cycle / Subject Leader Responsibilities during 2023-24</p> <p>MW said that the subject leader responsibilities detailed the clearly defined expectations of subject leaders during the current academic year. MW said that this provided a useful reporting tool for the members of staff.</p> <p>Governors expressed their support for the school’s approach, as it recognised the importance of the role and, would ensure appropriate accountability.</p>
	<p>Policies</p>
692a	<p>Decision: Governors AGREED the 2023-24 SEND Information Report by a show of hands vote.</p>

692b	Governors NOTED the updated Communications Policy . A governor said that a further, mid-year review would be required when additional social media platforms had been launched.
692c	2025-26 Admissions Policy CS said that LDBS must be consulted on the proposed change to the policy before the wider consultation commenced (this six-week consultation process could commence at any time after 1 October). ACTION MW: update – November FGB
Any other business	
693	BL THANKED AP for making appropriate representations, on behalf of the school, on the borough’s planned development of Oldfield Road Meadow. Governors NOTED John Salisbury’s (Ecology Policy and Planning Officer’s) response (circulated with the papers for the meeting).
694	Dates of Autumn Term Meetings: Autumn 1: Resources: 12 October at 9am Autumn 2: P&P: 2 November at 4.30pm FGB: 30 November at 7.30pm T&L: 7 December at 7pm Resources: 14 December at 9am AR left the meeting at 8.25pm
Part 2 Confidential Item	
695a	Confidential Minutes of the previous meeting held on 13th July 2023 Decision: All governors present at the July meeting AGREED, by a show of hands vote, that the confidential minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.
695b	Collaboration with Local Schools BL said that an update would be presented to the November FGB.
696	BL CLOSED the meeting at 8.35pm THANKING governors for their attendance.
<p style="text-align: center;">The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 30th November 2023.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Signed by the Chair</p>	

Appendix 1 on the following page.

Appendix 1: Link Committees for 2023-24 SDP Priorities

SDP Priority	Committee
To continue to develop and implement an Inclusion strategy across the school, which ensures the best outcomes for all children	T&L
To continue to develop the role of the subject leader across the school, ensuring the delivery of a broad and balanced curriculum, which is implemented effectively across the school	P&P
To ensure that writing outcomes continue to improve across the school, for all children	T&L
To ensure consistently high-quality opportunities for all children in all year groups to apply their mathematical learning and improve their reasoning skills	T&L
To ensure the teaching of reading and phonics across the school continue to improve	T&L
To complete the SIAMS self-evaluation and ensure that the distinctively Christian vision is embedded across the school	P&P
To continue to improve the school's marketing and communications strategy	Resources