



Minutes of Governing Board (GB) Meeting 59

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 30th November 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) Hilary Hart (HH) Andrew Parish (AP) David Western (DW)	Chair of Governors; Vicar, St Mary's Hampton Church Vice Chair, Teaching & Learning committee Chair, Resources Committee	Ex-officio 1 April 2024 26 May 2026 1 Dec 2025
LDBS (1)	Nicholas Woods (NW)	Chair, Teaching & Learning	24 Feb 2024
Parent (2)	Jodi Timbou (JT) Jennifer Yiend (JY)	Vice Chair, Personnel & Pastoral committee	5 Dec 2026 29 Oct 2027
Co-opted (3)	Robert Hodges (RH)	Vice Chair of Governors; Chair, Personnel & Pastoral committee; Vice Chair, Resources committee	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)

Minute	Discussion & Decisions
697	BL welcomed everyone to the meeting at 7.35 pm, in particular JY, and opened with a prayer.
698	BL said that apologies for absence had been RECEIVED from TS. The board ACCEPTED the apologies.
699	Declarations of Interest: AR declared in interest in the Teachers' Pay policy (minute 704c).
700	Minutes of the Previous meeting held on 21st September 2023 Minute 689p: Governors NOTED that at the time of the September 2023 meeting, there were four members of the board with education experience; this had now reduced to three members of the board, as Paul Jeanes had resigned from the board. Decision: All governors present at the September meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record with the reference to four, rather than three, at minute 689p updated. BL SIGNED the minutes after the meeting.
701	Any other business items: None were raised.
	Governance Matters
702a	Governor Resignation, Nov 2023 – summer 2024 Committee Membership BL said that Paul Jeanes (PJ) had resigned from the board with effect from 3 November 2023, as his current working commitments prohibited him from being able to attend evening meetings. On behalf of the board, BL THANKED PJ for his contribution to the work of the board

702b	<p>during his term of office. BL INVITED JY to provide a brief overview of her professional experience. Decision: Governors UNANIMOUSLY AGREED, considering JY’s professional expertise, she should become a member of the Personnel & Pastoral committee.</p> <p>Second Safeguarding & Whistleblowing Link Governors CS said that AfC recommended, as good practice, there should be two safeguarding link governors, considering the significance of the role and for succession planning. NW explained that being the safeguarding link governor involved a termly visit to the school to keep the board updated on the school’s practices. This included ensuring all necessary policies were in place, reviewed at the appropriate intervals and evident through the life of the school.</p> <p>JT volunteered to be the second safeguarding link governor and AP the whistleblowing governor. Decision: Governors APPOINTED JT to the role of safeguarding link governor and AP to Whistleblowing governor with immediate effect.</p>
702c	<p>(MA 676b.4) Update on additional funding available JT said that currently there was no additional funding available. JT said that the Richmond and Twickenham family hub offer should be reviewed. JT suggested relevant local charities be contacted in the spring term, when the children’s needs had been identified.</p> <p style="text-align: center;">ACTION MW/JT: contact local charities – additional funding - report to P&P</p> <p>A governor asked whether there was any additional resource that could be put in place for children with identified need(s). MW said that children’s currently identified needs were being supported by the interventions in place at school.</p>
702d	<p>2022-23 Annual Report A governor NOTED that the predicted end of year attainment targets for key stage 2 were in line with pre-pandemic achievements and asked whether they were realistic. MW said that the targets had been set in line with the children’s current progress determined by the autumn term assessments; the targets were appropriately aspirational, while also being realistic. AR, year 6 teacher, said that from the autumn assessments, based on previous SATs questions, the majority of the Year 6 children, had achieved the expected standard. AR said that her focus and aim was for children to be secure at their predicted attainment levels, expected or greater depth, by the end of the academic year.</p> <p>BL THANKED governors and CS for their involvement in preparing the report. Decision: Governors AGREED the 2022-23 Annual Report and Financial Statements presented to the meeting by a show of hands vote. BL and MW SIGNED the 2022-23 Annual Report after the meeting; in addition, BL SIGNED the letter of representation, audit, and MW SIGNED the letter of representation, regularity assurance.</p>
702e	<p>2024-25 Term Dates In reply to a governor, MW said that the school’s calendar followed Richmond borough term</p>


	<p>dates; the pattern of INSET days was the same as in previous years with INSET days included at the beginning and end of the academic year.</p> <p>A governor suggested having more than one INSET day at the beginning and end of the academic year might not be received positively, considering the length of the summer break.</p> <p>In reply to a governor, MW said that the Richmond borough term dates could differ to those of neighbouring boroughs.</p> <p>A governor asked whether the number of INSET days was comparable with other schools. MW said that as a free school, St Mary’s could include more INSET days in its annual calendar than a maintained school. MW said that some INSET days were included as a wellbeing measure to compensate for either twilight sessions or after two consecutive days of after-school, parent-teacher consultations in the autumn and spring terms.</p> <p>A governor said that some parents had anecdotally raised the number of INSET days, having identified more were included during the school year than by other local schools.</p> <p>A governor added that the number of INSET days had, in the past, been raised on the parent WhatsApp group and suggested, prior to a week including an INSET day, the reason was explained in parent communication, such as the weekly bulletin.</p> <p>MW took on board governors’ feedback regarding the number of INSET days.</p> <p>Outcome of deliberation: Governors AGREED the reasons (activities/training scheduled) for the INSET days across the academic year should be reported to the forthcoming Teaching & Learning committee meeting.</p> <p>ACTION MW: schedule for 2023-24 INSET days – report to autumn T&L <i>(Following the meeting, and the subsequent discussion at the Resources (60) committee meeting, a working party (MW, BL, RH & Helen Vernon) met to review the 2024-25 calendar (term dates & INSET days). The outcome of the discussion was circulated to governors, accompanied by the request for their virtual agreement (to be ‘marked as signed’ on Governor Hub) by 9 January 2024.)</i></p>
702f	<p>NGA Membership Decision: Governors AGREED the membership provided useful resources and that the NGA Gold membership should be renewed for 2024 by a show of hands vote.</p>
702g	<p>(MA692c) 2025-26 Admissions Policy MW said that both LDBS and AfC Admissions, the school’s admissions authority, had been consulted on the change to remove the priority areas from the policy (formerly criterion v). MW said that the wider six-week consultation process had started; this included the draft 2025-26 policy being published on the school’s website and circulated in AfC’s weekly e-news.</p> <p>CS said that the six-week consultation period having commenced, meant it would conclude by the statutory date of 31 January 2024. CS said that any feedback from the six-week consultation period would be presented for consideration at the next FGB. CS said that the 2025-26 Admissions Policy must be determined by 28 February 2024.</p> <p>ACTION CS: spring 1 FGB agenda – 2025-26 Admissions Policy</p>
702h	<p>Spring FGB (1 February): Governor Training: A governor suggested the focus was collaborating</p>

	<p>with other schools.</p> <p>Decision: Governors AGREED this would be a worthwhile use of their meeting time and BL AGREED to investigate possibilities.</p>
702i	<p>Clerk to Governors</p> <p>CS offered to leave the meeting; governors CONFIRMED it would be beneficial for CS to be present to answer questions.</p> <p>BL advised governors CS had started working with the school as a member of the admin team. BL said that the PROPOSAL was for CS to continue as the Clerk to the board.</p> <p>In reply to a governor, CS said that from the spring 2024 term, she would only be clerking with St Mary’s Hampton; she would no longer be clerk to the LDBS board. CS said that as she would only be clerking with one establishment, to meet the requirements of IR35, she would be employed by Hampton St Mary Academy Trust.</p> <p>CS said that separate employment contracts would be in place for the Clerk and School Business Officer roles. CS assured governors she would maintain an independent, professional approach to the clerking role and would respect the confidentiality of their meeting discussions.</p> <p>Decision: Governors AGREED Clare Struthers should continue as the Clerk to Governors, employed on a staff contract with effect from the spring 2024, while also being employed by the school as the School Business Officer.</p>
702j	<p>Safeguarding Link Governor’s Report</p> <p>BL THANKED NW for providing a comprehensive report within a short time after his visit.</p> <p>NW said that the purpose of the visit had been to follow-up on matters raised at the May safeguarding visit. NW said that the report demonstrated good progress had been made; some action points would be covered at the next (spring term) meeting (as indicated in the report).</p>
702j.1	<p>NW said that he had the opportunity to speak with a delightful group of children, who had spoken eloquently on, for example, the avenues available to them for pupil voice and behaviour management in the school. NW said that their feedback was very positive. NW said that the visit had taken place at the end of anti-bullying week; the children had spoken warmly about the school and the relationships they had there.</p>
702j.2	<p>NW said that he had also met with Helen Vernon (HV; School Business Manager). NW said that the school’s records demonstrated regular, appropriate checks were conducted on volunteers; an area for consideration and further discussion with MW, the DSL, was the training provided to volunteers, in particular, for example, lunchtime assistants and librarians.</p> <p>MW said that all volunteers were provided with the school’s safeguarding handout detailing the actions a volunteer should take, if, for example, a child made a disclosure.</p> <p>NW said that while this was reassuring to know, to engage all members of the school</p>

	<p>community in a positive safeguarding culture, training should be provided for volunteers to, for example, be informed of the action they should take if they noticed a child consistently eating or asking for a small amount of food at lunchtime.</p> <p>702j.3 NW said that there should be a set of standard operating procedures in place detailing the information to be provided to contractors when they were on site and all staff should be informed of when visitors would be on site.</p> <p>702j.4 NW said that access to a blocked site during afternoon sessions had been authorised by the DSL under strict, one-to-one supervision by a teaching assistant in specific circumstances. NW said that while this access had been authorised by the DSL for the right reasons, there should be a risk assessment in place that was maintained and reviewed regularly, as it was a divergence from the school’s standard process, and the website being accessed was not filtered or monitored. Having a risk assessment in place would reflect the steps taken to monitor use of the website.</p> <p>MW explained that this mitigation measure had been authorised for extremely limited circumstances. MW took on board the feedback to ensure a regularly reviewed risk assessment was in place.</p> <p>702j.5 NW said all staff training focused on low level concerns, including, for example, the behaviours to look out for and the way in which they should be handled, would contribute to strengthening the safeguarding culture at the school.</p> <p>MW took on board the safeguarding link governor’s suggestion.</p> <p>702j.6 A governor asked whether NW had the opportunity to review CPOMS during the most recent visit. NW said it had not been possible during the autumn visit; during the next visit, the aim would be to gain an understanding of the approach taken to ensure the data retained on CPOMS was reviewed and archived, as appropriate.</p> <p>In reply to a governor, MW said that all staff had access to CPOMS to record information. MW said that teachers had access to the information for all children in their class; only himself, the DSL, and the DDSLs (deputy designated safeguarding leads (Assistant Headteacher and SENCo)) had access to all of the data recorded on CPOMS.</p> <p>702j.7 MW THANKED NW for conducting the visit and said that he would prepare an action plan to ensure all areas for improvement were addressed appropriately.</p> <p><i>(After the meeting, MW, with members of the SLT, prepared a safeguarding action plan to be completed during the spring 2024 term; the action plan was circulated with these minutes.)</i> ACTION MW: to report update on Safeguarding Action Plan – P&P / spring 2 FGB</p>
703a	<p>Headteacher’s Autumn 2023 Report BL THANKED MW for a thorough report and governors for submitting questions in advance, which was encouraged.</p>

703b	<p>MW said that EHCP funding had been secured for three children (Reception and Year 2); three teaching assistants had been recruited to support these children.</p>
703c	<p>MW said that the new approach of offering prospective families a personal tour of the site was receiving positive feedback. Governors were pleased to hear this and THANKED MW for investing significant time in these visits.</p>
703d	<p>MW said that the end of Key Stage 1 (KS1; Year 2) SATs were no longer part of the statutory assessment programme. MW said that based on the Year 6 children’s attainment so far in the autumn term, himself and AR were confident the Key Stage 2 (KS2) aspirational targets were robust. AR added that as Year 6 was a small class this year, it was possible to provide targeted support in class, which was really beneficial to the children’s progress. (See also minute 702d.)</p> <p>A governor asked how the school would ensure children were on track to achieve at least expected progress in the KS2 statutory assessments, in the absence of end of KS1 statutory assessments. MW said that the school would track each child’s progress across every year group and ensure appropriate interventions were in place to provide additional support where needed.</p> <p>703e Governors reviewed the headteacher’s safeguarding report, noting in particular the incidents of serious misbehaviour considering the impact on the staff team of providing appropriate support.</p> <p>A governor suggested the board engaged in training focussed on SEND, considering the increasing number of children being identified with a special educational need.</p> <p>A governor suggested MW reported the number of EHCPs both in place and in process in the headteacher’s report. ACTION MW: include number of EHCPs in place & applications – headteacher’s report</p> <p><i>Further discussion recorded as a separate confidential minute (a).</i></p> <p>BL THANKED MW and the teaching team, on behalf of the governing board, for their work supporting all children at the school, recognising the stressful impact of providing support to some children with SEND due to their identified need.</p>
<p>Autumn Term Committee Updates</p>	
704a	<p>Personnel & Pastoral RH said that the main points of discussion had been the pay policies (teaching and support staff); the monitoring of the SCR (single central register) and the risk register.</p> <p>RH said that from the committee’s discussion the assigned risks had been updated and the proposal to the board was for two risks to be archived: staff absence due to Covid-19 (risk 22) and teacher retention (risk 29). (See minute 705b).</p>

	<p>RH said that the resignation of Paul Jeanes (formerly a safeguarding link governor) from the board had prompted the committee to add a new risk to the register: governors' monitoring of the school's safeguarding. RH said that the report to the board at this meeting (minute 702j) and the appointment of JT as the second safeguarding link governor demonstrated mitigations were already in place.</p>
704b	<p>2023-24 Support Staff Pay Policy CS said that the policy had been updated in line with the NJC negotiated increase; a uniform amount of an additional £2,226 per annum (pro rata'd) for all Outer London pay grades. CS said that the updated pay rates were detailed at Appendix 5 of the policy. Decision: Governors AGREED the 2023-24 Support Staff Pay Policy, by a show of hands vote.</p>
704c	<p>2023-24 Teachers' Pay Policy: CS said that the policy had been updated in line with the LDBS model policy. Decision: Governors AGREED the 2023-24 Teachers' Pay Policy, by a show of hands vote.</p>
705a	<p>Resources Committee (MA 792b) AP said that the committee had reviewed the 2022-23 year end finance report; it was pleasing to report the year had ended with a £12K (twelve thousand pounds) surplus. AP said that other significant points of discussion was the outcome of the five-year fixed-wire electrical testing, from which works had been identified, and other large expense items, such as the school's broadband infrastructure.</p> <p>(MA 792d) AP explained that the school's current year income was based on the preceding year's October census. AP said that the October 2022 census reported a school roll of 193 (one hundred and ninety-three) and therefore had been the basis of the funding received for the current academic year. The October 2023 census reported a school roll 177 (one hundred and seventy-seven), six less than had been budgeted for 2024-25. The school's income for the next academic year would therefore be lower than budgeted; governors had requested an updated draft 2024-25 budget be presented to the December committee meeting to understand the impact.</p>
705b	<p>Risk Register AP said that the assigned risks had been discussed in detail by both the Resources and Personnel & Pastoral committees; both committees had proposed the removal of some risks, as detailed on page 4 of the agenda.</p> <p>Decision: Governors CONFIRMED having reviewed the discussions in both committees' minutes (Resources and P&P) and AGREED the removal of risks:</p> <ul style="list-style-type: none"> • Risk 3: Site – Loss of stakeholder support from one or more groups due to different stakeholder community aspirations. • Risk 4 – Lettings • Risk 6: Storage • Risk 9: Staffroom drainage • Risk 12: Financial reporting • Risk 20: Relationships with third party suppliers • Risk 21: Impact of Covid-19 on Lettings • Risk 22: Staff Absence due to Covid-19 • Risk 29: Teacher Retention – increasingly experienced teaching team carries increasing financial impact

	RH NOTED that risk 1, revenue budget, currently had a red rating (as demonstrated by AP's update at minute 705a). RH said that the risk was monitored closely by the Resources committee.
705c	<p>Internal Auditing</p> <p>AP said that Moore Kingston Smith had been appointed by the board to conduct three internal audits across the 2022-23 academic year, the fee for which was £3K (three thousand pounds). AP said that the committee PROPOSED a change to the internal auditor, as the reports provided by Moore Kingston Smith had consistently been brief. AP said that the proposal was to appoint Rebecca Triggs, a qualified accountant with significant experience of school finances, including having worked as a school bursar. AP said that Rebecca Triggs would focus on financial audits, as other aspects of the school's practice, such as safeguarding, health and safety and, IT, were audited by external bodies.</p> <p>Decision: Governors APPOINTED Rebecca Triggs as the school's internal auditor for the 2023-24 academic year.</p>
705d	<p>Final Audit Findings</p> <p>BL said that the management letter had been circulated for governors to note at this stage; the contents would be considered in detail at the December Resources committee meeting and reported to the spring FGB.</p>
Teaching & Learning	
706	<p>Relationships & Sex Education Policy</p> <p>In reply to a governor, MW said that the policy was based on an up-to-date model policy; an overview of the school's curriculum had been incorporated to demonstrate the children's learning.</p> <p>MW said that a consultation process was in process. The draft policy circulated incorporated staff feedback. Parents had been invited to give feedback and pupil voice would also be taken into consideration.</p> <p style="text-align: right;">ACTION MW: RSE policy – spring 1 FGB</p>
Any other business	
707	There was none.
708	<p>Dates of Autumn Term Meetings:</p> <p style="text-align: center;">T&L: 7 December at 7pm; Resources: 14 December at 9am</p> <p style="text-align: center;">Next FGB: Thursday 1 February 2024 at 7.30pm</p> <p style="text-align: right;">AR left the meeting at 8.51pm</p>
Part 2 Confidential Item	
709a	Report by Leadership Appraisal Group: recorded as a separate confidential minute (b)
709b	Collaboration with Local Schools: discussion recorded as a separate confidential minute (c).
710	BL CLOSED the meeting at 9.35pm THANKING governors for their attendance.
<p>The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 1st February 2024.</p>  <p>Signed by the Chair</p>	