



Minutes of Governing Board (GB) Meeting 60

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 1st February 2024

Present:

Governor Category	Name	Additional Information	End of Term
St Mary's Hampton PCC (7)	Revd. Ben Lovell (BL)	Chair of Governors; Vicar, St Mary's Hampton Church	Ex-officio
	Andrew Parish (AP)	Chair, Resources Committee	26 May 2026
	Timothy Stephens (TS)		25 Nov 2024
	David Western (DW)		1 Dec 2025
Parent (2)	Jodi Timbou (JT)	Vice Chair, Personnel & Pastoral committee	5 Dec 2026
	Jennifer Yiend (JY)		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

In Attendance for items 711-713 only:

Dan Aldridge (DA; Headteacher, Bishop Wand Church of England School)

Father Andrew Downs (AD; Chair of Governors, Bishop Wand Church of England School)

In attendance: Clare Struthers (CS, Clerk to Governors)


Apologies: Hilary Hart (HH; PCC-nominated governor; Vice Chair, Teaching & Learning committee; End of term 1 April 2024)

Nicholas Woods (NW; LDBS governor; Chair, Teaching & Learning committee; End of term 24 Feb 2024)

Matthew White (MW; headteacher, St Mary's Hampton CE Primary School)

Minute	Discussion & Decisions
711	BL welcomed everyone to the meeting at 7.35 pm, in particular DA and AD, and opened with a prayer.
712	BL said that apologies for absence had been RECEIVED from HH and NW. The board ACCEPTED the apologies.
713	Collaboration with local schools: Being a Member of a Multi-Academy Trust <i>Presentation & discussion recorded as a separate confidential minute.</i>
	<i>DW, DA and AD left the meeting at 9pm</i>
714	Declarations of Interest: Governors CONFIRMED there were none relevant to the matters for discussion.
715	Any other business items: None were raised.
716	Minutes of the Previous meeting held on 30th November 2023 Decision: All governors present at the meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.

Governance Matters	
717a	(MA 702e) BL said that the agreed 2024-25 Term Dates were published on the website.
717b	(MA 702g) 2025-26 Admissions Policy CS said that the consultation period had involved the draft policy being circulated in AfC eNews published on 5 December 2023 and on the school's website throughout the six-week period. CS said that no feedback had been received on the proposed change to remove the priority areas. Decision: Governors DETERMINED the 2025-26 Admissions Policy by a show of hands vote.
717c	Governing Board Membership BL advised that NW had been appointed by LDBS for a second term of office (25 February 2024 to 24 February 2028). BL advised that HH's term of office was due to end 1 April 2024; the vacancy would be presented to the March PCC meeting.
Committee Updates	
718a	CS said that the minutes of the autumn term Teaching & Learning committee meeting (available on Governor Hub) provided a detailed update on the 2023-24 SDP priorities and monitoring of the 2022-23 headline data.
718b	Policies Decision: Governors CONFIRMED having reviewed the following policies prior to the meeting and AGREED by a show of hands vote: <ul style="list-style-type: none"> • Collective Worship (based on LDBS updated model January 2024) • Religious Education • SEND • Supporting Pupils with Medical Conditions • Relationships & Sex Education.
719	Resources Committee AP said that the main items of discussion at the December meeting were: <ul style="list-style-type: none"> • (MA 805) the auditor presented the outcome of the 2022-23 audit. AP THANKED Helen Vernon, school business manager, for achieving a clean audit • (MA 807a.2) The school's finance system. Following detailed consideration, the school would migrate to Xero in spring 2024 term. • (MA 807c) The quarter 1 finance reports.
720a	Personnel & Pastoral Committee RH said that the focus of the recent spring term meeting had been reviewing the autumn 2023 parent survey feedback. It was pleasing to report the feedback was positive across all areas. RH said that an update on the school's action plan would be provided at subsequent meetings with the aim of ensuring the improvement in feedback was maintained.
720b	Policies Complaints Policy: A governor asked for clarification regarding the inclusion of an independent third party on stage 2 appeal panel meetings. BL explained that the independent third party would be appointed in consultation with LDBS People and Culture team and would usually be a governor from another local LDBS school. Decision: Governors CONFIRMED having reviewed the following policies, which were AGREED by a show of hands vote: <ul style="list-style-type: none"> • Early Career Teachers

	<ul style="list-style-type: none"> • Looked After Children • Safeguarding & Child Protection (Updated to reflect changes to EYFS statutory framework, effective 4 January 2024) • Complaints • Complaints Against Governors.
721	Any other business There was none.
722	<p>Governors NOTED the meeting dates: Resources: Spring 1 - Thursday 8 February & Spring 2 - Thursday 21 March both at 9am</p> <p style="text-align: center;">Thursday 14 March – AGM at 7.15 pm & FGB at 7.30 pm</p>
Part 2 Confidential Items	
723a	<p>Confidential Minute (a) of Meeting held on 30 November 2023 for accuracy</p> <p>Decision: All governors present at the November 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>
723b	<p>Confidential Minute (c) of Meeting held on 30 November 2023 for accuracy</p> <p>Decision: All governors present at the November 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>
	AR left the meeting at 9.20 pm
723c	<p>Confidential Minute (b) of Meeting held on 30 November 2023 for accuracy</p> <p>Decision: All governors present at the November meeting AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. NW SIGNED the minutes after the meeting.</p>
	BL CLOSED the meeting at 9.24pm THANKING governors for their attendance.
	<p>The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 14th March 2024.</p>  <p>Signed by the Chair</p>