



Minutes of Governing Board (GB) Meeting 62

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 14th March 2024

Present:

Governor Category	Name	Additional Information	End of Term
Principal (1)	Matthew White (MW)	Headteacher	Ex-officio
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
	Hilary Hart (HH)		1 April 2028
LDBS (1)	Nicholas Woods (NW)	Chair, Teaching & Learning Committee	24 Feb 2028
Parent (2)	Jodi Timbou (JT)	Vice Chair, Personnel & Pastoral committee	5 Dec 2026
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

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

Apologies: Robert Hodges (RH; co-opted governor; Vice Chair of Governors; Chair, Personnel & Pastoral Committee; Vice Chair, Resources committee; End of term 18 July 2026)
Jennifer Yiend (JY; parent governor; end of term 29 October 2027)


Minute	Discussion & Decisions
734	BL welcomed everyone to the meeting at 7.37 pm and opened with a prayer.
735	BL said that apologies for absence had been RECEIVED from RH and JY. The board ACCEPTED the apologies.
736	Declarations of Interest: Governors CONFIRMED there were none relevant to the matters for discussion.
737a	Minutes of the Meeting held on 1st February 2024 Decision: Governors AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.
737b	Minutes of the Meeting held on 4th March 2024 Decision: Governors AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.
738	Any Other Business Items A governor requested to raise two questions following attendance on the AfC complaint handling training.
739 739a	Governance Matters PCC-nominated Governor BL said that the St Mary's Hampton PCC nominated HH for a second four-year term of office. Decision: Governors unanimously APPOINTED HH for a further four-year term of office,

<p>739b</p>	<p>commencing 2 April 2024, by a show of hands vote.</p> <p>Collaboration with Local School</p> <p>BL said that frustratingly St Mary’s Hampton’s application to join the Bishop Wand Learning Trust would not be considered at the London regional director’s March meeting; it was to be presented to the meeting scheduled for 25 April. BL said that should the outcome be for the school to update its application for consideration at a subsequent meeting, it would be challenging to complete the necessary processes in preparation for St Mary’s Hampton’s transfer to the Bishop Wand Learning Trust to take effect from 1 September 2024. BL said that to mitigate this risk, DfE had agreed to provide feedback on the school’s application prior to its presentation to the April meeting. BL said that in the meantime, MW and Dan Aldridge (headteacher, Bishop Wand school) were preparing the stakeholder communication plan and process.</p> <p>In reply to a governor, BL said that St Mary’s Hampton’s application would be considered by Clare Burton, regional director for the London region.</p> <p>In reply to a governor, BL said that DfE had advised purdah did not apply to the multi-academy trust decision-making process, if a May general election was called.</p> <p>BL said that MW, Dan Aldridge and the schools’ business managers, Helen Vernon (St Mary’s Hampton) and Lynne Denny (Bishop Wand School) were meeting regularly.</p> <p>MW added that there was a planned focus for each of these weekly meetings and LDBS was supporting the development of the communication plan.</p> <p>In reply to a governor, MW said that an update on the financial decision-making process would be given to the next Resources committee meeting.</p> <p>Governors were pleased to hear a communications plan was being developed with LDBS support and suggested it would be useful to prepare a comprehensive FAQs document for circulation to parents.</p> <p>In reply to a governor, BL said that the intention had been for ‘Bishop Wand Learning Trust’ to be a holding name for the new MAT, a meaningful alternative was sought.</p> <p>BL said that a schedule of meeting dates for the shadow board were to be arranged.</p>
<p>740</p> <p>740a</p>	<p>Headteacher’s Spring Term Report</p> <p>On behalf of the governing board, BL THANKED MW for the detailed spring term report.</p> <p>MW explained that this term a more comprehensive safeguarding report and the school’s current self-evaluation had been included, to ensure governors were fully informed of all aspects of the school’s operation.</p> <p>Admissions</p> <p>MW said that the number of first-choice admission applications for the 2024 intake were disappointing. As governors were aware, this would impact the 2025-26 GAG funding allocation. MW said that, from the school tours conducted, the school would endeavour to ascertain prospective parents’ reason(s) for not selecting St Mary’s Hampton as their first</p>

	<p>choice. MW said that a significant number of out-of-borough (Feltham, Sunbury and Hampton Hill) applications had been received.</p> <p>Governors NOTED a local primary school had retained its outstanding grading at the autumn 2023 Ofsted inspection; this had likely impacted school admissions. Governors acknowledged that despite this, St Mary’s Hampton had a unique offer in terms of its extensive outside space, including tennis courts, not available to other local schools. Governors encouraged the school to take all appropriate steps to address the low intake number, as, if not addressed, would financially impact a seven-year period, which was concerning.</p> <p>Governors NOTED the usefulness of reviewing the trend of applications to the school. A governor said that in the recent past, St Mary’s Hampton had been the sixth most over-subscribed school in the borough.</p> <p>A governor said that it was important to acknowledge, 2024 was a low birth rate year. The governor said that in the most recent, prior, low birth rate year, the intake had been twenty-five. The governor said that it would be interesting to compare the number of applications for that intake compared to the number for the 2024 intake.</p>
740b	<p>Safeguarding</p> <p>A governor NOTED that some reported data seemed alarmingly high.</p> <p>MW reassured governors that, for instance, of the behaviour incidents reported, there were multiple incidents by individual children, who, as a result of this behaviour, were being appropriately monitored. MW said that in future reports further context would be provided, while ensuring children’s anonymity was maintained, to aid governors’ understanding. MW said that the overall content of the report demonstrated the staff team’s diligence in reporting safeguarding matters, including low level concerns.</p>
740c	<p>SEND</p> <p>In reply to a governor, MW explained that applications for children with identified SEND were considered on a case-by-case basis. MW said that the application process involved him meeting with the prospective parents to have an honest conversation about whether the St Mary’s Hampton setting could effectively provide for the child’s specific needs. MW said that the aim of this discussion was to ensure prospective parents were fully informed on any potential limitations by applying to St Mary’s Hampton.</p> <p>Governors were concerned to read from from MW’s report that ‘the SEND profile at St Mary’s continued to be highly challenging’.</p> <p>A governor said that being part of a multi-academy trust should enable an enhanced provision for children with SEND to be developed over time, thereby progressing the school’s approach for being fully inclusive.</p> <p>Governors THANKED MW for establishing the ethos of providing the best possible education and learning environment for all children attending St Mary’s Hampton, thereby supporting the overall vision for the school to be fully inclusive. Governors acknowledged that by having a clear understanding of children’s needs already attending St Mary’s Hampton, MW was able to make informed decisions regarding whether the school could provide the appropriate environment for prospective children with identified needs.</p>

740d	<p>Finance & Budget</p> <p>A governor said that the scale of the projected deficit reported to the most recent committee meeting was concerning. The governor stressed the importance of the Resources committee being kept fully informed of any changes in the projected deficit to ensure informed decisions were made.</p> <p>MW wished to reassure governors that there was ongoing, detailed monitoring by himself and Helen Vernon (HV, school business manager), such that necessary operational changes were being made dynamically. The aim being to maintain the quality of provision as far as possible, while minimising the end-of-year deficit. MW said that with the announcement of the teacher pension supplementary grant received that week, it was possible to continue with the planned subject leader release time for the summer term (despite reporting to the contrary in the headteacher’s report presented to the meeting). MW said that importantly this would enable the planned monitoring activities to continue.</p>
740e	<p>Preparation for Ofsted</p> <p>MW explained that the self-evaluation framework would be included in the headteacher’s termly report to ensure governors maintained their up-to-date knowledge of the school setting. MW said that the evidence base was being gathered and would be updated, as appropriate.</p> <p><i>In reply to a governor</i>, MW said that the school had conducted a comprehensive curriculum review to ensure its intent was clearly defined across all subjects. The implementation was being monitored this academic year by the empowerment of curriculum leads to conduct specific termly monitoring activities. The impact would be evident from the children’s progress and attainment outcomes, which as presented in the headteacher’s report were projected to be at least on track for year groups to achieve the targets set.</p> <p>AR said that the teaching team valued the additional, out-of-class time being provided this academic year; subject leaders were building knowledge and evidence to demonstrate the three ‘I’s (intent, implementation and impact) were in place.</p> <p>BL encouraged governors to continue conducting monitoring visits and to provide a written, follow-up report; this ensured governors built a good working knowledge of the school and also provided worthwhile evidence of governors’ performing their roles effectively.</p>
740f	<p>Children’s Progress</p> <p>MW said that from the spring term pupil progress meetings, the children’s progress and trajectory to achieving their targets were promising.</p> <p>AR said that the challenge for the teaching team was managing differentiation in class, due to the reduced level of in-class TA support across all year groups this academic year.</p> <p><i>A governor asked whether children working at the greater depth standard could attend some lessons with the year above, as this would enable them to be stretched as well as providing capacity to provide greater in-class support to less able children.</i></p> <p>AR explained that this was being organised across Years 5 and 6 but was not a practice that was possible to consistently organise effectively across all year groups.</p>

<p>740g</p> <p>740h</p> <p>740i</p> <p>740j</p>	<p>MW said that from the second summer half term, there would be capacity for an Assistant Headteacher to lead out-of-class interventions. Governors were pleased to hear there would be this additional capacity.</p> <p>Parent Survey Governors encouraged MW to publish key messages from parent feedback on the school’s website, considering overall the feedback was particularly positive. For example, 98% of parents would ‘recommend the school to another parent’.</p> <p>A governor NOTED the importance of addressing the aspects of the school’s operation that had received less positive feedback, which were notably in the distinct minority. The governor said, for example, nineteen percent of parents had disagreed/strongly disagreed with the statement, ‘My child has Special Educational Needs / Disabilities, and the school gives them the support they need to succeed’.</p> <p>MW said that there was a clear narrative to explain this feedback and the school’s approach to addressing the feedback was detailed in the action plan circulated with the papers for the spring term Personnel & Pastoral meeting.</p> <p>School’s Communication to the Parent Community Governors AGREED the weekly newsletter was comprehensive and informative; an overview of the key highlights of the week in school, along with a summary of the children’s learning in each year group was included.</p> <p>A governor suggested a survey monkey was circulated to seek families’ feedback on the catering provision. ACTION MW: survey – summer 1 – feedback on catering provision – summer 1 Resources</p> <p>Attendance In reply to a governor, MW explained that for children with below 85% attendance, the Education Welfare Officer was involved in discussions with the family and the child’s attendance was monitored closely.</p> <p>MW encouraged governors to complete the ‘big listen’ survey being conducted by Ofsted in response to the tragic death of headteacher, Ruth Perry, last year. Ofsted had pledged to listen to the survey feedback. <i>(The link to the survey was circulated after the meeting.)</i></p>
<p>741a</p> <p>741b</p>	<p>Resources Committee Spring 1 Meeting AP said that the committee had reviewed the school’s financial position as at 31 December 2023, at which point a higher than originally projected end-of-year deficit was reported; from the reporting and discussion, it was understood this was predominantly explained by further identified additional needs and unfunded staff salary increases. AP said that the committee was aware of the need to balance the financial position of the school due to the reduced income with the absolute desire all children were supported in the best possible way. (See also discussion at minute 740c)</p> <p>Governors CONFIRMED having reviewed the Charging & Remissions Policy.</p>

	<p>Decision: Governors RATIFIED the charging and remissions policy circulated with the papers for the meeting, by a show of hands vote.</p>
742	<p>Any other business A governor asked whether staff were aware of the procedure outlined in the school's complaints policy and asked when staff had attended 'handling difficult conversations' training. MW AGREED to share the current complaints policy with the staff team and to arrange appropriate training. ACTION MW: share complaints policy with staff team; arrange 'handling difficult conversations' training for all staff – update to P&P</p>
743	<p>Governors NOTED the following meeting dates:</p> <p style="text-align: center;">Resources: Thursday 21 March at 9am T&L: Thursday 25 April at 7pm P&P: Thursday 9 May at 4.30pm Resources: Thursday 16 May at 9am</p> <p style="text-align: center;">Next FGB: Thursday 23 May at 7.30pm</p>
744	<p>BL CLOSED the meeting at 8.38pm THANKING governors for their contribution to the discussion.</p>
	<p style="text-align: center;">The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 23rd May 2024.</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Signed by the Chair</p>