



## Minutes of Governing Board (GB) Meeting 63

Held at St Mary's Hampton CofE Primary School,  
Oldfield Road, Hampton, TW12 2HP on Thursday 23<sup>rd</sup> May 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
	David Western (DW)		1 Dec 2025
	Hilary Hart (HH)		1 April 2028
Parent (2)	Jodi Timbou (JT)	Vice Chair, Personnel & Pastoral committee	5 Dec 2026
	Jenny Yiend (JY)		29 Oct 2027
Staff (1)	Alana Rowlandson (AR)	Year 6 Teacher	22 Nov 2024

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

Apologies: Robert Hodges (RH; Vice Chair of Governors; Vice Chair, Resources; Chair, Personnel & Pastoral Committee; end of term 18 July 2026)


Timothy Stephens (TS; St Mary's Hampton PCC governor; end of term 25 November 2024)

Nicholas Woods (NW; Chair, Teaching & Learning Committee; LDBS governor; end of term 24 February 2028)

Minute	Discussion & Decisions
745	BL <b>welcomed</b> everyone to the meeting at 7.35 pm and <b>opened</b> with a prayer.
746	BL said that <b>apologies for absence</b> had been RECEIVED from RH, TS and NW. The board ACCEPTED the apologies.
747	<b>Declarations of Interest:</b> Governors CONFIRMED there were none relevant to the matters for discussion.
748	<b>Minutes of the Meeting held on 14<sup>th</sup> March 2024</b> <b>Decision:</b> Governors AGREED, by a show of hands vote, that the minutes were a TRUE and ACCURATE record. BL SIGNED the minutes after the meeting.
749	<b>Any Other Business Item</b> One was raised by the Chair. Discussion recorded as a part two, confidential item.
750 750a	<b>Joining the Bishop Wand Multi-Academy Trust on 1 September 2024</b> BL said that meetings with the DfE's representative were taking place fortnightly. BL said that frustratingly, despite having appointed the legal firm to manage the dissolution of the single academy trusts (Hampton St Mary Academy Trust and Bishop Wand Academy Trust) and the formation of the Bishop Wand Multi-Academy Trust, responses to pertinent questions had not been received. Even more frustratingly, email requests had not been responded to.
750b	BL said that the <b>Interim Scheme of Delegation</b> had not been finalised by the lawyer appointed to St Mary's Hampton. BL said that considering this was to be presented to the DfE at the

	<p>beginning of July, the draft would be circulated to the board by email (mid to late June). BL said that agreement would either be achieved by email correspondence or an extraordinary meeting.</p> <p>A governor asked whether the scheme of delegation should be agreed before the shadow board meeting on 18<sup>th</sup> June.</p> <p>BL said that this was to be advised by the lawyer.</p> <p>BL explained the Bishop Wand multi-academy trust and trust board would become legal entities when the Articles of Association were agreed by the signatories. Until such time, the MAT trust board must be referred to as a shadow board that was not legally entitled to make decisions. BL said the shadow board was meeting to consider the documents to be signed off once the trust board was legally constituted.</p>
750c	<p><b>St Mary’s Hampton Local Governance Constitution</b></p> <p>BL said that St Mary’s local academy board would be appointed by the MAT trustees and would be a combination of church nominations, a staff representative, the local parish, and parent representation. BL said that the specific constitution was being discussed to ensure the Christian ethos of the school was appropriately reflected. BL said that with the commencement of the MAT from 1 September 2024, the current board would no longer exist. Governors not on the MAT trust board who wished to be considered for a governing role on the local governing board, should advise BL.</p> <p>A governor asked whether the formation of the MAT would be impacted by the general election.</p> <p>BL said that he had not received a definitive answer, despite having asked the question, although the DfE had initially advised purdah would not affect the processes necessary to constitute and St Mary’s to join the MAT. BL said that there was an additional, low-level risk to consider, a new government could permanently or temporarily stop the formation of new multi-academy trusts.</p> <p>A governor asked whether a change to Bishop Wand’s admissions policy was being considered.</p> <p>BL referred to the advice provided by The Knowledge (see Appendix A). If Bishop Wand joining a multi-academy trust was considered a major change in circumstances, an application to change the admissions policy could be made out of the usual cycle directly to the DfE. BL said to be considered was the impact on schools local to Bishop Wand.</p> <p>In reply to a governor, MW said that the overwhelming feedback from parents had been positive following the announcement regarding the multi-academy trust; a minority of families had asked about the impact on admissions.</p>
	<p><b>Committee Updates</b></p>
751a	<p><b>Resources</b></p> <p><b>Spring 2 Committee Meeting</b></p> <p><b>(MA 832e) School Resource Management Self-Assessment</b></p> <p>AP said that the matrix provided a worthwhile health check on the operational management of the school’s finances and management of risks.</p>

	<p><b>Conclusion:</b> Governors CONFIRMED having received the completed SRMSAT submission (completed by the stipulated date).</p>
751b	<p><b>Summer 2 Committee Meeting</b> (MA 844a-d) AP said that at both this meeting and the previous meeting, there had been much discussion regarding the school’s finances, for the current academic year. AP said that the in-year, reported projected deficit had reduced from £77,403 (seventy-seven thousand, four hundred and three thousand pounds; reported in March 2024) to £64,214 (sixty-four thousand, two hundred and fourteen pounds, reported in May 2024), mainly achieved by reducing the number of uncontracted staff working at the school. While this was movement in the right direction, it continued to be a significant deficit and therefore of considerable concern to governors. AP said that the reasons for the projected deficit had been discussed and possible actions to either reduce the deficit further or prevent further growth. AP said that MW and HV were monitoring the school’s cash flow very carefully on an on-going basis.</p> <p>(MA 844e) AP said that the 2024-25 budget was currently projecting a £104,462 (one hundred and four thousand, four hundred and sixty-two pounds) deficit, which was greater than the school’s reserves. AP said that the main item discussed in respect of the draft budget for the forthcoming academic year was the staffing structure, based on having the reduced number of uncontracted staff.</p> <p>AP said that the school business managers of St Mary’s Hampton and Bishop Wand were now meeting regularly. Bishop Wand’s leadership team understood St Mary’s financial position; financial support would be provided for the 2024-25 academic year, although the majority of the deficit would have to be met by the school’s reserves. Bishop Wand’s leadership team had been clear, deficit budgets were not a sustainable position in future academic years.</p> <p>BL said that the school was experiencing a structural deficit for which either:</p> <ul style="list-style-type: none"> <li>• A bottom-up approach could be taken that would impact the children’s education, as this would involve, for example, merging year-group classes, or</li> <li>• A top-down approach would be taken by restructuring the school’s leadership.</li> </ul> <p>BL said that while per pupil funding meant a school roll closer to or at capacity (i.e. 210) would mean greater funding and could help to mitigate the school’s financial challenges, more staffing costs would potentially necessarily be incurred, including to support a greater number of children with an EHCP.</p>
751c	<p>Governors NOTED that the <b>ICT User Agreement</b> had been updated and the requirement to confirm receipt and understanding through the declaration on Governor Hub.</p>
752a	<p><b>Teaching &amp; Learning Committee</b> (MA415a) Update on Children’s Progress &amp; (MA415b) spring SIP visit</p> <p>Governors were referred to the minutes of the summer 1 meeting providing a detailed update on children’s progress and the spring term SIP visit.</p> <p>BL said that the local authority SIP and LDBS diocesan adviser had recently conducted a joint visit, the feedback from which had been positive, which was pleasing to note.</p>
752b	<p><b>Risk 28: The school not being able to provide for an increase in the number of pupils requiring SEND provision due to the lack of funding</b></p>

	<p>Governors AGREED this updated wording.</p> <p>A governor asked whether any additional resources were being made available for schools to support pupils by, for example, local authorities.</p> <p>MW said not. MW said the school was currently providing additional support for a number of children on the pathway to being awarded an EHCP. If agreed, the school would receive funding to support the staffing already in place.</p> <p>In reply to a governor, MW said that the EHCP application process continued to be lengthy.</p>
752c	<p><b>Decision:</b> Governors AGREED the <b>Spiritual Development Policy</b> by a show of hands vote.</p>
753	<p><b>Personnel &amp; Pastoral Committee</b></p> <p><b>(MA 409b) Summer Safeguarding Report</b></p> <p>BL said that a significant item of discussion was the more comprehensive safeguarding report MW had prepared and would be updated termly going forwards. BL encouraged governors, not members of the P&amp;P committee, to read this report, which provided a thorough overview of safeguarding matters at the school, and in particular, highlighted some of the pressures on staff, as well as the increased reporting of low level concerns on CPOMs.</p> <p>BL said that staff absence continued to be a challenge, considering the small staff team.</p>
754	<p><b>Any other business</b></p> <p>A governor asked when the extraordinary meetings were likely to be held, if they were necessary (discussed at minute 750b).</p> <p>BL said the meeting(s) would necessarily be arranged to take place before the end of June. BL said that the initial approach would be to reach agreement by correspondence, but considering the magnitude of the decisions, he welcomed governors to raise their concerns in response to which an EFGB could be arranged.</p>
755	<p><b>Governors NOTED the following meeting dates:</b></p> <p style="text-align: center;"><b>Resources: Thursday 27 June at 9am; T&amp;L: Thursday 4 July at 7pm</b> <b>Next FGB: Thursday 11 July at 7.30pm</b></p>
756	<p>BL CLOSED the meeting at 8.48pm THANKING governors for their contribution to the discussion.</p>
	<p style="text-align: center;"><b>The board formally AGREED these minutes to be a TRUE and ACCURATE record at the next meeting on 11<sup>th</sup> July 2024.</b></p> <p style="text-align: center;"></p> <p style="text-align: center;">Signed by the Chair .....</p>

## Appendix A: Minute 750c: Admissions Advice from The Knowledge

As set out in the School Admission Code (paragraph 3.6), it is not possible to change admissions arrangements once they have been determined for a school year, unless the change is necessary for:

- A mandatory requirement of the school admission code
- Admissions law
- A determination of the school adjudicator
- Correcting a misprint in the admission arrangements.

An in-year variation to the admission arrangements can be proposed, if it is **considered necessary in view of a major change in circumstances**. The proposal must be referred to the Secretary of State for approval using the in-year variation proposal form: <https://www.gov.uk/guidance/school-admissions-arrangements#apply-for-an-in-year-variation-to-admission-arrangements>