



Minutes of Governing Board (GB) Meeting 65

Held at St Mary's Hampton CofE Primary School,
Oldfield Road, Hampton, TW12 2HP on Thursday 11th July 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
	Hilary Hart (HH)	Vice Chair, Teaching & Learning Committee	1 April 2028
	Andrew Parish (AP)	Chair, Resources Committee	26 May 2026
	Tim Stephens (TS)		25 Nov 2024
	David Western (DW)		1 Dec 2025
LDBS (1)	Nicholas Woods (NW)	Chair, Teaching & Learning committee	24 Feb 2028
Co-opted (3)	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Resources; Chair, Personnel & Pastoral Committee	18 July 2026
Parents (2)	Jodi Timbou (JT)	Vice Chair, Personnel & Pastoral committee	5 Dec 2026
	Jenny Yiend (JY)	Attended remotely (via MS Teams)	29 Oct 2027

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

Apologies: Alana Rowlandson (AR; Staff Governor; end of term 22 November 2024)

Minute	Discussion & Decisions
770	BL welcomed everyone to the final governing board meeting of St Mary's Hampton CE Primary school at 7.37pm and opened with a prayer.
771	BL said that apologies for absence had been RECEIVED from AR. The board ACCEPTED the apologies.
772	Declarations of Interest: Governors CONFIRMED there were none relevant to the matters for discussion.
773a	Meeting held on 23rd May 2024
773a.1	Decision: Governors AGREED the minutes were a TRUE and ACCURATE record of their discussion by a show of hands vote. BL signed the minutes after the meeting.
773a.2	Decision: Governors AGREED the part 2 confidential minutes were a TRUE and ACCURATE record of their discussion by a show of hands vote. BL signed the minutes after the meeting.
773b	Extraordinary Meeting held on 27th June 2024 Decision: Governors present at the extraordinary meeting AGREED the minutes were a TRUE and ACCURATE record of their discussion by a show of hands vote. BL signed the minutes after the meeting.
774	Any Other Business Items: None were raised.

Headteacher's Summer Report	
775a	<p>MW THANKED governors for their questions, responses to which had been circulated (via Governor Hub) that day.</p> <p>MW said the whole staff team were extremely pleased with the end of Key Stage 2 outcomes with all targets for the statutory assessment subjects (Reading, Writing, Maths and Grammar, Punctuation and Spelling (GPS)) having been met or exceeded. These results were against ambitious targets and accompanied by good progress. MW said that the current year local averages were not yet available for comparison.</p> <p>Reading (Expected 95%; Greater Depth 48%). MW explained all children who completed the assessment had achieved at least the expected standard (one child was exempt by working at a lower level). Demonstrating the children's love of reading, MW said this outcome was particularly pleasing.</p> <p>Writing (Expected 80%; Greater Depth 20%). MW said it was pleasing to see these outcomes were on an upward trajectory compared to the previous year's (2023: expected 74%; greater depth 15%).</p> <p>Maths (Expected 86%; Greater Depth 57%): MW said the greater depth outcome was particularly pleasing (target 35%) and demonstrated the targeted intervention and quality first teaching had had a positive impact.</p> <p>Reading, Writing & Maths combined (expected 86%).</p> <p>GPS (Expected 86%; Greater depth 48%): MW said with both targets having been exceeded, this too was a very pleasing result.</p> <p>MW said that these outcomes were testament to the work of the staff team across the year groups; the children's progress and attainment having been analysed appropriately from Reception through to Year 6 to target the teaching and intervention appropriately. MW said the outcomes were also testament to the children's hard work and said this cohort of children were a great team, all of them supporting and inspiring each other.</p> <p>Governors expressed their congratulations to the children and staff.</p> <p>In reply to a governor, MW said the outcomes would be communicated through the newsletter and should be a significant feature of the marketing plan for the prospective parent events in the autumn 2024 term. MW said these results demonstrated St Mary's as a kind and nurturing school could achieve the highest results.</p> <p>Governors encouraged MW to post a news feature on the school's website, as well as through social media channels.</p> <p>In reply to a governor, MW said that while every cohort was different, with the right support, through a targeted intervention programme, this year's outcomes were a solid foundation on which to build in future years.</p>

	<p>A governor asked whether the 2024-25 budget included the same level of intervention support.</p> <p>MW CONFIRMED, explaining there was the potential for an enhanced level of intervention with some delivered by Monika Das-Mahon (SENCo) as part of her out-of-class role.</p>
775b	<p>CS read the following provided by AR prior to the meeting in response to a governor’s question regarding the difference in the approach taken to preparing the children for the SATS compared to the previous academic year:</p> <p><i>We delivered a mock SATS week in the same conditions/adults/rooms so pupils were better prepared.</i></p> <p><i>Small cohort of 21 - most came up from Year 5 working at EXS or GDS, meaning I could focus mostly on delivering the Year 6 curriculum. In previous years, I have had to re-teach the Year 3-5 curriculum for a large number of pupils as well as the Year 6 content in just 8 months. This cohort came up ready for Year 6.</i></p> <p><i>Small cohort also meant I could focus on the small number who weren't on track to meet EXS and push my more able pupils which is evident in the data this year. The two pupils who didn't make the EXS grade in maths had a scaled score of 98 which isn't far off EXS and a huge achievement for them considering if you look at their starting points. These were two pupils I was able to focus on in lessons and give them as much support as they needed.</i></p> <p><i>Cohort this year also meant lessons could move at a fast pace with minimal to no disruptions.</i></p> <p><i>From my experience, the biggest impact to SATs results is ensuring gaps are closed and intervention is mostly put into other year groups to ensure they meet those year group end of year milestones. Interventions in Year 6 are only beneficial for pupils on the cusp of grade boundaries. If they are significantly behind (1 year +), interventions will support the child but will have little to no impact on their SATs results in such a short space of time.</i></p>
775c	<p>RE End of Year Attainment Data (see Appendix A): MW said the children’s attainment was reported to parents through the end of year reports and would form part of the SIAMS inspection process.</p>
775d	<p>AfC Safeguarding Audit: MW said frustratingly, despite having chased, the final report had not been received. MW said that as the AfC Safeguarding Lead had shared the recommendations verbally, they had been actioned.</p> <p>ACTION MW: AfC Safeguarding Audit Report – obtain to include in handover to new leadership</p> <p>In the absence of this independent report, governors THANKED MW for the detailed safeguarding report accompanied by contextual information, important for their understanding.</p>
775e	<p>BL said he had recently (June 2024) been advised of a safeguarding complaint submitted to Ofsted in February 2024. BL said MW had confirmed to Ofsted there was a record of the matter complained about at school. BL said Ofsted deemed no action was required, but with the complaint having been submitted to Ofsted, it could be raised as part of a future Ofsted inspection.</p> <p>In reply to a governor, MW CONFIRMED the Ofsted inspector was fully satisfied the school had</p>

	<p>followed the appropriate procedure with regard to the matter complained about. Governors NOTED their reassurance that Ofsted had concluded no further action was necessary.</p> <p>In reply to a governor, MW said Ofsted had apologised for the delay in following up this complaint, which was due to the volume being received.</p>
	<p>Safeguarding</p>
776	<p>NW referred governors to the visit report circulated with the papers for the meeting. NW said it had been pleasing to see good progress having been achieved with the actions from the spring term governor visit.</p> <p>NW highlighted the following:</p> <ul style="list-style-type: none"> • Staff safeguarding training records were being maintained appropriately; • Whether signing a declaration to confirm having read safeguarding guidance was sufficient for weekly volunteers had been discussed. The school would consider whether risk assessments should be in place. • The school to consider ways to extend the positive safeguarding culture in place throughout the school to include volunteers, although it should be noted that volunteers were never with children unsupervised and did not undertake regulated activity; • Risk assessments for more vulnerable pupils should be introduced, detailing the ways in which external agencies would be engaged to provide appropriate intervention while children were not in school and identifying the staff member(s) to take ownership for the maintenance and implementation of the assessments; • Low level concerns discussed with LADO should be documented in the school’s records; • Ensure all categories of data recorded in CPOMS were managed and updated regularly and effectively; • With the DSL and DDSLs having the same level of training, the distribution of workload could be reviewed. <p>ACTION MW: Safeguarding Action Plan – include in handover to new leadership</p>
	<p>Committee Updates</p>
777a	<p>Resources Summer 2 Meeting</p>
777a.1	<p>(MA 855a) School’s Finances: AP referred governors to the record of their discussion included in the June committee meeting minutes that had discussed the reason for the current year’s projected deficit (£74,446 (seventy-four thousand, four hundred and forty-six pounds) as at May 2024) at length; it was almost exclusively explained by additional staff costs to meet children’s identified needs.</p>
777a.2	<p>Decision: The Resources committee members present at the June meeting, AP, BL, TS, DW, HH and MW, AGREED the minutes of the meeting (held on 27th June 2024) were a TRUE and ACCURATE record of their discussion by a show of hands vote.</p> <p>AP signed the minutes after this FGB meeting.</p>
777b	<p>2024-25 Budget</p> <p>AP explained that as St Mary’s Hampton would exist as a single academy trust until 31st August 2024, the date by which budget returns must be submitted to the ESFA, the school was required to submit a single academy trust budget.</p> <p>AP said the budget presented to the recent Resources committee meeting had projected a</p>

significant deficit (£68,493; sixty-eight thousand, four hundred and ninety-three pounds). The focus of the committee's discussion had therefore been to understand the main reasons and also whether the deficit budget should be submitted to the ESFA.

In terms of the reasons for the budget projecting a deficit, AP said this was mainly due to staffing costs. AP said the discussion at the recent Resources committee meeting had focused on balancing the desire to provide the appropriate support for pupils with affordability. This was clearly a challenge.

AP said the committee's discussion had concluded the deficit budget reflected the school's true financial position and therefore had been recommended to the board for submission to the ESFA. This recommendation was based on the knowledge that the board had agreed for the school to join the Instanter Learning Trust, which was proposed to take effect from 1 September 2024. In addition, the school had sufficient reserves to cover the projected deficit. AP said the committee had NOTED a deficit budget submission would communicate to the newly appointed government the insufficient level of funding being awarded to schools. AP said the alternative would have been to request the school (MW and Helen Vernon, School Business Manager) to review the budget with a view to presenting a balanced budget. This, however, would involve reviewing the school's staffing and would likely mean the pupils' needs could not be met, as all other expenditure was budgeted at minimum.

Governors NOTED the budget presented to this meeting projected a deficit of £86,602 (eighty-six thousand, six hundred and two pounds), larger than that presented to the Resources committee. From the detailed notes provided with the budget, the main reason for this greater deficit was two staffing changes. Governors expressed their frustration regarding this greater deficit, as the value would absorb the entirety of the school's reserves, therefore, risking the availability of funds to cover three months' operating costs. Also to be borne in mind was the impact on the working relationship being developed with the leadership team at Bishop Wand secondary school; such a change to the deficit being projected was not conducive to establishing and maintaining trust and this was concerning.

A governor asked whether the board had a responsibility to direct the school to review its expenditure, other than staff costs, to achieve a balanced budget.

Another governor expressed the view that in any other circumstance, i.e. if St Mary's Hampton was not joining a multi-academy trust, the board would not approve the submission of a deficit budget, as it was not permitted by the ESFA and the same rationale should apply in the current circumstances.

BL reiterated the Resources' committee's conclusion that the deficit budget was based on a staffing structure to meet the pupils' needs and its submission would communicate the insufficient funding being awarded to schools. In terms of expenditure other than staff costs, BL said, from the Resources committee's monitoring, the understanding was this had been budgeted at a minimum and therefore the necessary level of savings to achieve a balanced budget were not possible.

A governor expressed the view that while the staffing structure would meet the children's needs, it was not affordable considering the level of funding granted to the school. Therefore, it was not financially sustainable for the school to be able to fully meet the needs of its pupils.

A governor stressed the importance of the school developing a strong marketing plan to fill as many of the places available as possible, while recognising this would not impact the school's funding until the next academic year.

A governor asked whether any of the staff members budgeted were for children with an EHCP application in process or were for an EHCP application that had initially been refused and would be reviewed and resubmitted.

MW CONFIRMED.

Governors recognised that should the EHCP applications be approved, funding would be awarded to offset at least some of the staff cost, dependent upon the children's identified needs.

A governor suggested that whilst this would not be in line with St Mary's ethos of being an inclusive school, an approach could be to decide supporting children's SEND needs was not always affordable and was not sustainable.

A governor queried whether submitting a deficit budget carried an element of risk.

BL said the ESFA's response to a deficit budget submission was to direct (require) a school to join a multi-academy trust. With this already in process, the risk was mitigated.

A governor said that if reducing staff costs was the primary means of achieving a balanced budget, this would not support the maintenance of achieving good academic outcomes for the pupils in future years (as had been celebrated at minute 775a).

A governor pointed out that the budget presented to this meeting had not been prepared on the basis of St Mary's Hampton being a single academy trust: two expenditure lines should be updated - the apprenticeship levy removed and the national insurance grant reinstated.

Outcome of deliberation

Governors UNANIMOUSLY AGREED by a show of hands vote:

- MW and HV to review the 2024-25 budget to achieve the lowest possible projected deficit, which should be at least as close as possible to the deficit reported to the June Resources committee (i.e. (£68,493; sixty-eight thousand, four hundred and ninety-three pounds);
- Considering the budget must be submitted to ESFA by 31st August 2024 and there was not sufficient time to schedule an extraordinary FGB meeting before the end of the summer term, the review of the updated budget was delegated to BL, AP and TS.
- BL, AP and TS to ensure the budget submitted to ESFA projected the lowest possible deficit (as close as possible to (£68,493; sixty-eight thousand, four hundred and ninety-three pounds).

Governors VOTED by a show of hands on whether to SUPPORT the submission of a deficit budget to the ESFA. The outcome of the vote was:


- Eight governors SUPPORTED; two governors ABSTAINED.

Refer to Addendum A.

	<p>BL THANKED governors for their contribution to a thoughtful and helpful discussion, saying the outcome of the vote demonstrated the school's challenging predicament.</p> <p>A governor expressed the importance of rebuilding trust with the Bishop Wand leadership team.</p> <p>BL AGREED, explaining that the approach voted and agreed by the board should achieve this goal.</p>
777c	<p>Sports Premium & Pupil Premium Spend</p>
777c.1	<p>TS said that from the recent meeting with Monika Das-Mahon (SENCo), it could be reported with assurance, the spend of these grants was appropriate.</p>
777c.2	<p>MW CONFIRMED the Sports Premium and Pupil Premium statements would be updated with the impact of the spend for the current academic year, to enable publication on the website by 31 July 2024.</p>
777d	<p>Health & Safety Audit</p> <p>Governors CONFIRMED having received and reviewed the thorough audit report.</p> <p>Governors sought assurance the emergency exit door by Year 6 would be rectified the following day (if it had not been rectified already).</p> <p style="text-align: right;">ACTION MW: ensure Year 6 fire door rectified</p> <p style="text-align: center;">ACTION MW: H&S action plan – report to local academy committee</p> <p>A governor NOTED the pictures included in the report should not include photographs of children's faces (see page 12).</p> <p style="text-align: right;">ACTION MW: ensure feedback given to Green Tree Safety Ltd</p>
777e	<p>Closure of Lloyds Deposit Account</p> <p>Governors NOTED notice to close the deposit account had been given on 4 July 2024.</p> <p>In reply to a governor, MW CONFIRMED the account had been closed, as he was a signatory on the account and was leaving the school's employment on 31st August 2024.</p> <p>In reply to a governor, MW CONFIRMED there were three signatories on the Lloyds current account: himself, Amy Nesbit (Assistant Headteacher) and Helen Vernon (SBM).</p>
778	<p>Teaching & Learning Committee</p>
778a	<p>NW said an area of focus for the forthcoming academic year should be the structure of governor monitoring visits to facilitate the triangulation of the school's data and should include, for example, meetings with pupils, subject leaders, and learning walks.</p> <p>NW said an identified area of focus for the next academic year would be subject leadership in the foundation subjects, such as DT, history and geography, to ensure the curriculum in terms of its intent, implementation and impact was as thoroughly developed as in the core subjects. The quality of writing in foundation subjects would also be an area of focus to ensure this mirrored the quality expected in core subjects.</p>
778b	<p>Decision: The T&L committee members, NW, JT, HH and MW, AGREED the minutes of the meeting held on 4th July 2024 were a TRUE and ACCURATE record of their discussion by a show of hands vote. NW signed the minutes after the meeting.</p>

778c	<p>SEND Governor Visit</p> <p>HH referred governors to the visit report circulated with the papers for the meeting, saying the meeting had provided very useful insight into the school’s provision for PPG children and children with SEND.</p> <p>Governors recorded their THANKS to Sarah Creegan for the detailed SEND update presented to the meeting, which provided very valuable context, and for her work with the school over the past six academic years.</p>
778d	<p>SIAMS Governor Visit</p> <p>BL updated governors on the meeting with Tim Wright, LDBS SIAMS Lead. Positive feedback was received regarding the school’s theologically-rooted vision, which while evident across the school, could be further embedded into all aspects of the school’s operation. BL said an area of identified focus was to implement the spiritual development policy across the curriculum.</p> <p>BL THANKED MW for his excellent leadership of collective worship, explaining this had inspired all staff, including those of no faith, to engage with the Christian faith; governors AGREED this was extremely pleasing to hear.</p>
779	<p>Personnel & Pastoral Committee Summer Term Meeting</p> <p>RH said a significant matter of discussion had been the importance of having an effective listening period as part of the consultation process regarding St Mary’s Hampton joining the Instanter Learning Trust.</p> <p>BL said the listening period had involved in-person consultation meetings for parents and staff separately, in line with the statutory requirement. Unfortunately, the dedicated website to be developed by LDBS had not materialised; governors AGREED this was disappointing, as it would have provided an alternative channel for parents to engage with the consultation process.</p> <p>MW said the details regarding the parent consultation meeting had been circulated through the weekly newsletter.</p> <p>Parent governors advised that unfortunately, this had not been widely known by the parent community from anecdotal feedback.</p> <p>BL said that further opportunity to engage with the consultation had been provided by giving parents the opportunity to raise ad-hoc questions with MW either via email or in person.</p> <p>Regarding the TUPE consultation for staff, BL said complementary feedback had been received from the union representative, confirming the appropriate processes were being followed. BL said that a subsequent meeting for members of the St Mary’s staff team to meet members of the new leadership team had also received positive feedback.</p> <p>Decision: The P&P committee members, RH, JT, BL, JY and MW, AGREED the minutes of the summer term meeting (held on 9th May 2024) were a TRUE and ACCURATE record of their discussion by a show of hands vote. RH signed the minutes after the meeting.</p>
780 780a	<p>Documentation</p> <p>Minutes of FGB Meeting on 11 July 2024</p> <p>With this being the last meeting of the St Mary’s Hampton governing board, the following was RESOLVED:</p> <ul style="list-style-type: none"> • Governors to advise CS of any comments to the draft approved minutes of this meeting that would be circulated before the end of term by the date advised in the circulation

780b	<p>email</p> <ul style="list-style-type: none"> • Governors to access Governor Hub to ‘mark as signed’ the final draft approved minutes (to be published after the date by which governors’ comments to the draft approved minutes could be submitted) • BL to sign the final draft approved minutes as a TRUE and ACCURATE account of the discussion at this meeting, should a majority of governors (six) ‘mark as signed’ this final version of the draft approved minutes. <p>Form DS01: To Strike Off Hampton St Mary Academy Trust (the Company) from the Companies House Register</p> <p>CS explained from the initial investigation, the understanding of the process was that:</p> <ul style="list-style-type: none"> • Form DS01 would be completed online • Governors’ email addresses were to be provided as part of the process • Governors’ school email address would therefore remain active • Governors would receive an email to the school email address in approximately six months’ time to confirm Hampton St Mary Academy Trust (the Company) should be struck off the Companies House register • A majority of governors holding office were required to confirm Hampton St Mary Academy Trust should be struck off the Companies House register for the request to be approved.
Governance after Transfer of St Mary’s Hampton to Instanter Learning Trust	
781	<p>BL said that frustratingly there was no update; a meeting was taking place on Wednesday 17th July 2024, at which trust level documentation would be reviewed, agreed and signed.</p> <p>BL said that the draft scheme of delegation was yet to be received in a format that could be circulated to the board.</p> <p>BL said in line with the Articles of Association for the Instanter Learning Trust, at least two parent governors would be elected by the St Mary’s Hampton CE Primary School parent community to the local governing body (LGB). The directors of the Instanter Learning Trust would determine the remaining constitution of the LGB, which was likely to be: two PCC-nominated governors; two appointed by the MAT board, and one elected staff governor. Therefore, the constitution of the LGB would be seven governors in total.</p> <p>BL said that the meeting schedule for the forthcoming academic year would be developed once the Instanter Learning Trust articles of association had been signed and therefore the board of directors could meet for the first time.</p> <p>In reply to a governor, BL said that ‘Instanter’ was the first moto of Bishop Wand School; its meaning, to act without delay, reflected the initial setting up process of Bishop Wand School. BL explained that the name assigned to the trust was necessarily unique and would be secondary to the individual names of the schools in the trust.</p>
782	<p>AOB</p> <p>In reply to a governor, BL said Mrs Wayland and Mrs Woodier, the co-Headteachers from the</p>

	<p>autumn term, would be introduced to parents and children via a recorded video message the following day (Friday 12th July). BL said the children were being given the opportunity to create a postcard, drawing a picture of themselves, alongside writing about things they love about St Mary’s Hampton, and possibly even something that would make the school even better. Governors were pleased to hear the children had been involved in the change in leadership in this way.</p> <p>BL said Mrs Wayland and Mrs Woodier had met with each member of staff individually that day.</p>
783	<p>BL THANKED governors for their commitment to their governing role, saying it had been a pleasure and privilege to work alongside all members of the board.</p> <p>Governors THANKED BL for driving the forthcoming change, namely St Mary’s Hampton joining the Instanter Learning Trust securing the school’s future.</p> <p>Governors wholeheartedly THANKED CS for the support she had provided during her time working with the school as the clerk.</p> <p>BL CLOSED the meeting at 9.32pm.</p>
	<p>Governors AGREED these minutes to be a TRUE and ACCURATE record by ‘marking as signed’ the draft approved minutes circulated on Governor Hub (see resolution at minute 780a).</p> <div style="text-align: center;">  </div> <p>Signed by the Chair</p>

Minute 777b: Addendum A – 2024-25 Budget

Following the FGB meeting, Helen Vernon and MW reviewed the 2024-25 budget submitted to that meeting. On 12th July 2024, this was circulated to BL, AP and TS, who clarified their understanding of the expenditure lines that had been reviewed to achieve the reduced projected in-year deficit (via email correspondence).

Decision: On 18th July 2024, BL, AP and TS AGREED the updated 2024-25 budget projecting an in-year deficit of £65,231 (sixty-five thousand, two hundred and thirty-one pounds) should be submitted to the ESFA by 31st August 2024.

CS circulated the 2024-25 budget (via Governor Hub) to be submitted to the ESFA with the draft approved version of these minutes (to be ‘marked as signed’) for all governors’ information.

Appendix A: RE End of Year Assessment Data 2024

All children

	Working Towards	%	Expected	%	Greater Depth	%
Year 1	2	7	25	89	1	4
Year 2	5	17	21	72	3	10
Year 3	2	6	19	61	10	32
Year 4	2	11	11	58	6	32
Year 5	4	16	12	48	8	32
Year 6	2	10	13	62	6	29
Whole School	17	11	101	66	34	22

SEN

	Total	Working Towards	%	Expected	%	Greater Depth	%
Year 1	4	2	50	2	50	0	-
Year 2	8	4	50	3	38	1	12
Year 3	5	2	40	1	20	2	40
Year 4	3	1	33	2	66	0	-
Year 5	3	2	37	1	33	0	-
Year 6	6	2	33	4	66	0	-
Whole School	29	13	45	13	45	3	10

PPG

	Total	Working Towards	%	Expected	%	Greater Depth	%
Year 1	7	0	-	7	100	0	-
Year 2	6	2	33	3	50	1	17
Year 3	4	0	-	4	100	0	-
Year 4	5	0	-	3	60	2	40
Year 5	4	1	25	3	75	0	-
Year 6	5	2	40	2	40	1	10
Whole School	31	5	16	22	71	4	13