



Governing Board (GB) Meeting 32 Minutes

Date: Thursday 21st March 2019

Venue: St Mary's Hampton C of E Primary School, Oldfield Road, Hampton, TW12 2HP

Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC appointee (7)	Revd. Alan Jackson (AJ)	Chair, Personnel & Pastoral (P&P)	14 Nov 2020
	Vera Macrae (VM)	Chair, Teaching & Learning (T&L)	14 Nov 2020
	Norma Beresford (NB)	Vice Chair, T&L	14 Nov 2020
	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Kel (Michele) Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church; co-Chair of Governors & Vice Chair, P&P	Ex-officio
LDBS	(Vacant)		
Parents (2)	Glen D'Sa (GD)		9 Oct 2020
	Robert Hodges (RH)	Vice Chair, Resources	26 Nov 2021
Co-opted (up to 3)	Jennifer Walker (JW)	SEND & Wellbeing Governor	6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Year 4 Teacher	13 Oct 2020

Also attended: Clare Struthers (CS, Clerk)

Apologies: Mary Collins (MC, Vice Chair of Governors, end of term 25 March 2019)

Minute	Discussion & Decisions
331	BL welcomed everyone to the meeting at 7.38 pm and opened with a prayer.
332	CS said that apologies for absence had been RECEIVED from MC and RH, and the Board ACCEPTED them.
333	Declarations of Interest: AP, BL, VM and JW said that their children/grandchildren attend wrap around care provided by KOOSA Kids.
334a	The minutes of the meeting held on 15th November 2018 were AGREED as a true and accurate record and were SIGNED by BL after the meeting. ACTION CS: Email signed minutes to Nikki McLachlan – publish on website ACTION AN: Display copy of minutes – staff room
334b	Matters Arising from the governing board meeting held on 15th November 2018: Governors noted that the appropriate action had been completed for the following. (300b.2) CS said that the website had been updated with a statement explaining that the committee meeting minutes were available on request. (300b.6) BL said that he had attended the LSCB level 2 safeguarding training the previous day. (301b) CS CONFIRMED the 2020 Admissions Policy was published on the website and had been shared with both LBRuT and the LDBS. (301c) CS said that 2019-20 Term Dates were published on the website.

	<p>(301e) BL said that the ‘Organisation and Function of the GB’ wording was now published on website.</p> <p>(301f) As governors were aware, the Annual Accounts had been submitted and were published on the website.</p> <p>(302b) The Pay Policies were published and the pay increases actioned.</p>
	<p>Governance Matters</p>
335a	<p>Governor Resignations</p> <p>BL said that both Yvonne Lincoln (co-Chair of Governors) and Mary Collins had resigned at the beginning of the week (YL’s effective from 16 March 2019 and MC’s effective from 25 March 2019). BL said that both the school and governing board were indebted to their work; they had both been faithful and loyal servants of Jesus and the children of the school.</p> <p>Regarding the vacant positions, BL reiterated the advice from Ammar Ahmed (Company Secretary) in that a pragmatic approach should be taken. To hold elections for the co-Chair and Vice Chair meant an Extraordinary FGB would have to be arranged and for only one FGB meeting in the summer term.</p> <p>In reply to a governor, BL said that if for an unforeseen circumstance he were not able to attend the summer FGB, governors would appoint a Chair for the meeting from those in attendance (except those employed by the school).</p> <p>In reply to a governor, BL said that bearing in mind it was almost the end of the academic year, the workload was manageable. BL also said that from his experience, the workload being shared between the co-Chairs had not always made things easier and the arrangement had had its challenges. BL said that working as a sole co-Chair meant that he would be able to react more quickly. BL advised those governors that had not present at the AGM preceding this meeting that Inigo Woolf (Chief Executive, LDBS) had encouraged the GB to consider reverting to a lone Chair for the next academic year.</p> <p>A governor asked whether it was usual for the Vice Chair to attend the head and chair’s regular meeting, as the non-election of a Vice Chair could present a potential governance risk if that were the case. CS and MW said that it was unusual for the Vice Chair to regularly attend the Head and Chairs meeting.</p> <p>BL said that at the summer term FGB, governors would discuss how more regular input could be achieved from more governors, as well as agreeing whether co-Chairs or a Chair of Governors was to be elected in September 2019.</p> <p>ACTION CS: July FGB Agenda – governor input; Sept 19 election – co-Chairs or Chair?</p> <p>BL said that the proposal was therefore to leave both the co-Chair and Vice Chair positions vacant until the elections at the first FGB of the next academic year (i.e. September 2019). Governors UNANIMOUSLY AGREED the proposal.</p> <p>ACTION CS: Ensure website updated; relevant documents updated; AfC advised</p>
335b	<p>Committee Membership</p> <p>AP and KR volunteered to be members of the Personnel & Pastoral Committee until the end of the academic year.</p> <p>ACTION CS: Update Committee membership doc</p>
335c	<p>Governor Roles</p> <p>BL said that the governor resignations had created the following vacancies.</p> <p>Leadership Appraisal Group: VM volunteered to join the group.</p> <p>ACTION AJ: Advise VM of date for HT’s mid-year review meeting</p>

	<p>Governor Roles</p> <p>Health & Safety: KR said that a second link governor was not necessary.</p> <p>EAL: JW and NB to cover as part of their termly SEND visit. Maths: RH had AGREED to be the link governor prior to the meeting.</p> <p>Governors AGREED the link roles for humanities, creative arts and community relations would be vacant until the end of the academic year.</p> <p>ACTION CS: Update Governor Roles doc – publish on Governor Hub</p>
335d	<p>Governor Evaluation (November 2018)</p> <p>BL said that only one strategy group had provided notes of their discussion; for the ideas discussed by the groups to be considered and potentially taken forward, the groups needed to provide their notes.</p> <p>ACTION group leaders: Notes to CS – save on Governor Hub</p>
335e	<p>Proposed Schedule of GB Meetings 2019-20</p> <p>BL said that feedback from the annual governors’ self-evaluation was that governors in the past the GB had not had an opportunity to talk about the future direction of the school, and also there was a long break between FGB meetings. BL said that the proposed schedule for the next academic year was therefore for six FGBs to incorporate a GB training event in spring 1 and a strategy meeting in summer 1 for governors to have the opportunity to input to the draft SDP. A governor added that this summer 1 FGB would usefully enable the GB to formulate the GB’s long-term strategy for the school, which would support and inform the SDP. MW said that this would be extremely useful, as there would be a wider strategy to support the SDP that focussed on the educational priorities.</p> <p><i>A governor questioned whether it would be possible to conduct both the GB business and the evaluation at the same meeting (autumn 1), bearing in mind, it had not been possible in autumn 2018.</i></p> <p>Governors AGREED the proposed meeting structure for the next academic year.</p> <p>ACTION BL/MW/CS: Dates for 2019-20 Governors’ Meeting – July FGB</p>
335f	<p>Risk Register</p> <p>Risk 13: <i>A governor queried whether there continued to be a big drive for more multi-academy trusts to be formed.</i> After discussion, governors AGREED the risk description should be updated to reflect the current situation: ‘sustainability of a one-form entry school’. Governors AGREED the impact remained the same, as did the baseline probability and impact. Regarding the contingency plans and current status, this should read, <i>‘it might be possible to deliver better value to pupils if back office or teaching resources were shared; the opportunity for collaboration should be considered’.</i></p> <p>Risk 21: Governance Succession Planning: Bearing in mind there were now two governor vacancies (see minute 335a), governors AGREED this risk should be returned to the register.</p> <p>BL said that St Mary’s PCC would make a recommendation to the Board for a governor appointment. Regarding the LDBS appointed governor, after discussion, governors AGREED the skills gap was independent HR advice.</p> <p>ACTION BL: Notify Leanne Gowar ACTION CS: Update risk register</p>
335g	<p>Governor Hub</p> <p>Governors AGREED it was much easier to operate, even during a meeting, and therefore CS should transfer the folders from SharePoint. From this point, documents would only be saved on Governor Hub.</p> <p>ACTION CS: populate Governor Hub – beginning summer term</p>

336	BL reminded governors of the importance of reading the papers prior to the meeting and said that every meeting would be based on this assumption. BL said that the headteacher’s report had been moved to the top of the agenda in order for there to be sufficient time for discussion.
337	<p>Headteacher’s Report</p> <p>MW thanked governors for the questions submitted prior to the meeting, which were very much welcomed.</p> <p>337a With regard to the statement, ‘attainment and progress for every child, in relation to their end-of-year aspirational targets, was analysed by the Headteacher and assessment lead in partnership with each class teacher, a governor had asked whether the results had changed the focus for the SDP or created additional targets?</p> <p>MW said that additional targets had not been created, but rather a refocus in terms of the SDP. MW said that as part of the pupil progress meetings, the progress and attainment of vulnerable groups (SEND and PPG) was reviewed, which was an SDP target. MW said that if a PPG and/or SEND child was not making good progress, appropriate, additional measures to help the child to make progress, were discussed at the pupil progress meetings.</p> <p>337b A governor asked whether the data suggested children were not making progress. MW said that the data was slightly misleading and said that the assessment system was based on the expectation that children would make 1 step of progress each term. MW said that as the data was being reported early in the second half of each term, some children would not have yet made one-step of progress. AN added that as part of the pupil progress discussion, teachers gave qualitative feedback, based on each child’s current performance in class, and gave their professional judgement as to whether it was likely the child would make a step of progress by the end of the term. MW said that bearing in mind both SEND and PPG were vulnerable groups, not all of these children would necessarily make good progress (i.e. 3 steps of progress across the year).</p> <p>337c With regard to the headteacher’s statement that ‘most children are making good or better progress and are on track to achieve their targets’, a governor asked the number of children that were not making this progress, and the comparison to previous years.’</p> <p>MW said that the current assessment system did not allow the school to prepare such data. MW said that governors should be assured that all children not on track to make expected progress were discussed during the pupil progress meetings to ensure appropriate interventions were in place or support was being provided in class. MW said that for this reason a new assessment system was being considered for the next academic year. MW said that broadly the aspirational targets would be achieved by the end of the summer term.</p> <p>A governor asked whether it was the way the data was stored in the assessment system that was the issue with preparing progress reports, bearing in mind the financial investment in the system in the recent past. MW said that from the system useful matrices could be produced demonstrating each child’s progress and attainment, however the functionality in terms of producing reports was a challenge. Prior to investing in another system, a governor suggested that the school should investigate whether training would enable the system to be used more effectively.</p> <p style="text-align: right;">ACTION MW & AN: Training available for assessment system?</p>

<p>337d</p>	<p>Regarding the statement, ‘all subject leaders to give verbal report at staff meeting before the end of term, in readiness for a full written report to governors at the end of the summer term’, a governor commented that this was a positive approach, as it provided a definite outcome.</p> <p>MW said that subject leadership had been a key focus this academic year and there was now an overview for every year group (including Year 6) in place to demonstrate progression in knowledge across the school. MW stressed that governors’ monitoring of the school’s curriculum was a key focus under the new Ofsted inspection framework.</p> <p>A governor asked about the subject lead for science and computing following the recent staff changes. MW said that Alana Rowlandson (Year 5 Teacher) was now the science subject lead and that for computing would be reviewed for the next academic year.</p> <p>In reply to a governor, MW said that each subject leader’s end of year report to governors would be detailed (except potentially for RE and Music led by himself).</p>
<p>337e</p>	<p>With regard to the action plan, a governor noted that the external review targets don’t match the SDP, although there is a lot of crossover, and asked whether the targets were an outcome of the external review?</p> <p>MW said that all areas of the Action Plan from the external review were incorporated in the SDP priorities. MW said that the Action Plan provided a greater level of detail, in terms of defined pointers to get to grips with the targets identified. MW said that since the external review the senior leadership were carrying out more effective monitoring and specifically, for example, ‘book looks’ for all year groups, as a result of which specific feedback had been given to all teachers in terms of the quality of their marking and feedback to the children, and the range of activities planned. MW said that the senior leaders would meet with the teachers again in the summer term to see whether there were improvements. For example, by the summer term, the monitoring would be looking for the children to have had more opportunity for extended pieces of writing.</p>
<p>337f</p>	<p>Regarding the computing curriculum, a governor asked whether the school was achieving the minimum requirements for computing.</p> <p>MW said that the minimum requirements were being delivered but with difficulty, due to the quality of the hardware (specifically the laptops). MW said that the loan of a suite of Chrome Books had proved successful, as they were much more efficient. However, the IT start-up budget was only able to finance purchasing fifteen Chrome Books.</p> <p>A governor suggested that educationally it was more beneficial for children to have their own IT device from which to work, rather than share and so asked whether it was at all possible for the finances to be found for a suite of 30 Chrome Books to be purchased. Alternatively, if the class could be split when computing was taught, which would mitigate the need for children to share the Chrome Books. Governors AGREED the budget would be reviewed at the spring 1 Resources committee meeting to determine whether 30 Chrome Books could be purchased.</p> <p style="text-align: center;">ACTION AP/CS: Spring 1 Resources agenda – Chrome Books</p>
<p>337g</p>	<p>MW said that this report included a new style of safeguarding reporting, which governors AGREED provided very useful information.</p> <p>A governor noted that it would be useful for this safeguarding section to include ‘areas to</p>

338a.3	<p>Governors AGREED the updated 2018-19 Terms of Reference that included the Pay Committee Appendix (see minute 175 - spring term meeting minutes).</p> <p style="text-align: right;">ACTION CS: Update Governor Hub</p>
338b	<p>(MA183d.2) Updated Safeguarding & Child Protection Policy</p> <p>AJ said that following the autumn term review, the following update had been incorporated in the Safeguarding & Child Protection Policy circulated with the papers for the meeting:</p> <ul style="list-style-type: none"> Section 10 (page 15) due to the urgency of dealing with children who are victims of abuse, concerns should be reported to the Deputy Designated Safeguarding Lead (DDSL) in the absence of the Designated Safeguarding Lead (DSL) as quickly as possible. <p>Governors RATIFIED the Safeguarding & Child Protection Policy.</p> <p style="text-align: right;">ACTION CS: Ensure published on website/GovernorHub/Shared Drive ASAP</p>
338c	<p>(MA183e) AJ referred governors to the Spring Term Safeguarding Link Governor Report recorded in the minutes.</p>
339a 339b	<p>Resources Committee</p> <p>The minutes of the spring term meetings had been circulated for governors' information.</p> <p>AP thanked GD, MW and Piers Winrow (Finance Officer) for the updated Quarter 2 Finance Report circulated with the papers for the meeting.</p> <p>GD noted that St Mary's School Kidz's (SMSK former wrap around care provider) debt of £750 had not been paid and explained that in line with the school's Debt Recovery Policy the debt would not be written off, but would remain on the balance sheet. GD said that the ESFA/LDBS would be notified, but neither would take action. In reply to a governor, GD said that even though SMSK as a company would be struck off the Company Register imminently, there was no action that could be taken regarding the debt.</p> <p>As Chair of Resources Committee, AP asked governors whether they were happy with the policy that the GB did not pursue debt.</p> <p>A governor asked whether a deposit was requested for each letting or whether for example, KOOSA Kids (wrap around care provider, i.e. regular let) paid the letting fee up-front.</p> <p>MW said that a deposit was not paid and KOOSA Kids would pay the letting fee based on the invoice generated according to the number of children that had attended in a given period of time.</p> <p>A governor said that the practice of not pursuing debt therefore exposed the school to risk, particularly bearing in mind lettings were not paid in advance.</p> <p>Governors AGREED a blanket policy of not pursuing debt was risky. As Chair of the Resources committee, AP concluded that the source of the policy adopted by the school and the reason for not pursuing debt should be determined.</p> <p style="text-align: right;">ACTION AP/CS: Debt Recovery Policy source & reason for not pursuing debt – report to spring 1 Resources</p> <p>BL thanked GD for answering all questions raised at the spring 2 Resources committee meeting regarding the Quarter 2 report, as it was important for governors to understand the school's finances in order to be able to hold the school to account.</p>
340	<p>Teaching & Learning Committee</p> <p>The minutes of the spring term meeting had been circulated for governors' information.</p>

	<p>(MA 248) VM said that the school had reported on the action being taken with regard to both areas highlighted at the previous Ofsted inspection (May 2015) and the committee was satisfied both were now being addressed.</p> <p>(MA 235e) MW said that the science coordinator was Ms Alana Rowlandson (Year 5 Teacher).</p> <p>(MA 237) In reply to a governor, MW said that the Pupil Premium Grant could be used to fund school trips that children in receipt of the grant might otherwise not be able to attend.</p> <p style="text-align: center;"><i>BL declared an interest as a trustee of Hampton Fuel Allotment Charity (HFAC)</i></p> <p>BL said that the HFAC was able to provide financial assistance for the Year 6 residential trip and said that the school made an application to HFAC on behalf of parents. Governors therefore encouraged the school to be proactive in identifying families that could benefit from such assistance.</p> <p style="text-align: center;">ACTION MW: Speak to Carol (HFAC) re accessing the fund</p> <p>(MA 238) BL said that the e-safety talk by Peter Cowley (London Grid for Learning) was very good. A governor said that the school should communicate to parents that the content changed significantly each year, in order to encourage greater attendance at such an important information-sharing event.</p> <p>BL thanked the committee Chairs for the updates.</p>
341	<p>MW noted that the following policies were to be reviewed for the Summer Term Committee meetings:</p> <p>Resources</p> <ul style="list-style-type: none">• Data Protection• Records Management• Freedom of Information & Publication Scheme• Health & Safety at Work• <i>Health, Safety & Welfare</i>• <i>Complaints</i>• <i>Charging & Remissions.</i> <p>Personnel & Pastoral</p> <ul style="list-style-type: none">• <i>Equality Objectives</i>• Physical Restraint <p>Following are LBRuT Model Policies:</p> <ul style="list-style-type: none">• Maternity• Shared Parental Leave• Paternity• Adoption• Flexible Working <p>In addition, answers to the KCSIE 'Questions for Governors Should Ask'</p> <p>Teaching & Learning</p> <ul style="list-style-type: none">• Supporting Pupils with Medical Conditions• Special Educational Needs & Disability• <i>SEND Information Report</i>• <i>Accessibility Plan</i>

	<ul style="list-style-type: none"> • <i>Physical Education</i> • <i>Home-School Agreement</i> <p><i>(Note: Policies in italics are school operational policies, approved by the Headteacher and reported to committee for governors' information, as detailed in the policy schedule)</i></p>
342a	<p>AOB Ofsted Information Sheet Governors AGREED to email comments on the Ofsted Information Sheet to CS by Friday 5 April.</p> <p style="text-align: right;">ACTION ALL GOVERNORS: feedback on info sheet</p>
342b	<p>Date for Parent Forum BL asked for an update on organising the parent forum as this formed a key part of the school's communication strategy. MW said that bearing in mind there had been a number of meetings in a rather short spring term, he planned to organise the first parent forum for the summer 1 term. MW stressed the importance of the forum having a clear focus and suggested this should be teaching & learning. MW said that parents could be invited to ask questions about the curriculum and the school could present information on the best way to support children at home. In addition, MW suggested a maths workshop could possibly be organised. Governors AGREED a teaching and learning focus was appropriate.</p> <p>MW AGREED to organise the first parent forum to take place before the end of the summer 1 term.</p> <p>As a parent governor, JW suggested that a poll be circulated to parents to determine the day and time that would be convenient for the majority.</p> <p>ACTION MW: organise parent forum summer 1 term; parent poll (office 365) to determine day/time</p>
343	<p style="text-align: center;">Governors' Summer Term Meeting Dates</p> <p>Summer 1: P&P: Thursday 2nd May at 4pm Next Resources: Thursday 16th May at 9am</p> <p>Summer 2 Dates: Resources: Monday 17th June at 9am Teaching & Learning: Thursday 4th July at 4pm FGB: Thursday 11th July at 7.30 pm</p>
	<i>AN left the meeting at 8:55pm</i>
344a	Part 2 Confidential Minute 307 of the meeting held on 15th November 2018 was AGREED as a true and accurate record and was SIGNED by BL after the meeting.
344b	Part 2 Confidential Minute 309 of the meeting held on 15th November 2018 was AGREED as a true and accurate record and was SIGNED by AJ after the meeting.
345	Part 2 Confidential Minutes of the Extraordinary FGB Meeting held on 5th March 2019 were AGREED as a true and accurate record and were SIGNED by BL after the meeting.
	<i>Discussion recorded as a separate confidential minute.</i>
	<p>The meeting ended at 9.30 pm; BL thanked governors for their contribution to the discussion.</p> <p>Signed by the Chair  Date: 11 July 2019</p>