



Governing Board (GB) Meeting 34 Minutes

Date: Thursday 3rd October 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, Teaching & Learning (T&L) | 14 Nov 2020 |
| | Vera Macrae (VM) | | 14 Nov 2020 |
| | Norma Beresford (NB) | | 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; Chair of Governors | Ex-officio |
| | Gordon Fowles (GF) | | 10 July 2023 |
| LDBS | (Vacant) | | |
| Co-opted (up to 3) | Paul Adams (PA) | Chair, Personnel & Pastoral (P&P) | 10 July 2023 |
| | Sophie Tait (ST) | | 10 July 2023 |
| | Jennifer Walker (JW) | | 6 Sept 2021 |
| Staff (1) | Amy Nesbit (AN) | Year 4 Teacher | 13 Oct 2020 |

Also attended: Clare Struthers (CS, Clerk)

Apologies: Glen D'Sa (GD, parent governor, end of term 9 October 2020)
Robert Hodges (RH, parent governor, end of term 26 November 2021)
Lucia Freeman (LF, Deputy Head/SENCo, invited to attend as an observer)

| Minute | Discussion & Decisions |
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| 361 | BL welcomed everyone to the meeting at 7.33 pm; following introductions, BL opened with a prayer. |
| 362 | BL said that apologies for absence had been RECEIVED from GD and RH; the board ACCEPTED the apologies. |
| 363 | Declarations of Interest: GF, ST, AP, BL, RH, VM and JW said that their children/grandchildren attend wrap around care provided by KOOSA Kids. |
| 364a | <p>Minutes of the meeting held on 11th July 2019</p> <p>354b: 2019-20 Budget: CS said that GD, finance link governor, had requested that it be stated that he was the governor who had ABSTAINED from the vote to ratify the 2019-20 budget, even though GD understood it was not usual practice to state the way governors vote.</p> <p>Decision: All governors present at the July 2019 meeting AGREED, by a show of hands vote, that the minutes were a true and accurate record of that meeting. BL signed the minutes after the meeting.</p> <p>ACTION CS: Email signed minutes to Nikki McLachlan – publish on website</p> <p>ACTION AN: Display copy of minutes – staff room</p> |
| 364b | Matters Arising from the governing board meeting held on 11th July 2019: governors noted that the appropriate action had been completed, as follows. |

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| 364b.1 | <p>(349c) LDBS Governor Vacancy: BL said that since the start of the autumn term, he had contacted Leanne Gower (LDBS Governor Recruitment) to reiterate the board’s request for a governor with education experience, and was awaiting a reply.</p> |
| 364b.2 | <p>(352e) Curriculum Story MW said that music, RE and PE had been added and provided governors with a paper copy of this finalised version at the meeting. MW said that this curriculum story captured lots of the good work that was taking place across the curriculum and if maintained year-on-year, would provide valuable evidence for an Ofsted inspection bearing in mind the new focus on the curriculum in terms of the quality of the education being provided to the children. In reply to a governor, MW said that the curriculum story would be shared with prospective parents during the open mornings, would be published on the website and, a paper copy would be available in reception. Governors reiterated their THANKS to the teaching staff team for their contribution, which told the school’s story well and provided a valuable insight into the children’s learning.</p> <p style="text-align: center;">ACTION MW: Publish curriculum story on website – Paper copy in reception</p> |
| 364b.3 | <p>(355b) MW said that the spring term pupil progress meetings were taking place on Tuesday 3 March 2020; governors were welcome to attend the meeting for a year group (dependent on their availability). VM reiterated that this was a particularly valuable opportunity for governors to gain an insight into the school’s tracking of progress and attainment and encouraged a governor from a committee other than Teaching and Learning to consider attending.</p> <p style="text-align: center;">ACTION ALL Governors: Volunteer to attend pupil progress meeting – 3 March – inform CS by 25 Oct</p> |
| 364b.4 | <p>(355c.1) SEND Information Report: CS said that both points raised at the previous meeting had been updated in consultation with Sarah Creegan (SENCo). CS said that Sarah Creegan (SENCo) had further updated the report to include more detailed information regarding SENDIASS (SEND Information & Advice Support Service) on page 6. A governor NOTED that there should be a comma after parents/carers on line 3 of the paragraph.</p> <p>Decision: ALL governors voted to RATIFY the SEND Information Report by a show of hands vote, subject to the inclusion of the comma, as stated above.</p> <p style="text-align: center;">ACTION CS: Ensure SEND Info Report published – website/GovHub/Shared Drive</p> |
| 364b.5 | <p>(356a) Governors’ Meeting Papers: CS proposed that the signed copy of policies ratified at FGB and committee meetings were filed with the original, signed minutes.</p> <p>Decision: ALL governors AGREED, by a show of hands vote, that the signed policy documents should be filed with the signed minutes of governor meetings.</p> |
| Governance Matters | |
| 365a.1 | <p>Chair of Governors Election CS said that the nomination received from BL, as stated on the agenda for the meeting, was the only one that had been received. CS asked whether there were any further nominations, no nominations were made.</p> <p>Decision: Governors UNANIMOUSLY elected BL as Chair of Governors, for the 2019-20 academic year (and until the first FGB meeting in autumn 2020), by a show of hands vote.</p> |

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| <p>365a.2</p> | <p>Vice Chair of Governors Election BL CONFIRMED that the nomination received from RH, as stated on the agenda for the meeting, was the only one that had been received. BL asked whether there were any further nominations; none were made.</p> <p>Decision: Governors UNANIMOUSLY elected RH as Vice Chair of Governors, for the 2019-20 academic year (and until the first FGB meeting in autumn 2020), by a show of hands vote.</p> <p>ACTION CS: Advise AfC; Company Secretary; Office Manager to update GIAS</p> |
| <p>365b</p> | <p>BL said that PA’s request to give a quick update on transportation would be taken under AOB at the end of the meeting (see minute 368).</p> |
| <p>365c.1</p> | <p>2019-20 Standing Orders CS said that the following had been updated:</p> <ol style="list-style-type: none"> a. 4V-VIII clarified Chair/Vice Chair election process b. D4 to include reference to Governor Hub, rather than SharePoint, which was no longer used. c. D8 to state that FGB minutes were published on the school’s website within five working days of the meeting. <p>ACTION CS: Update Gov Hub – signed 2019-20 Standing Orders</p> |
| <p>365c.2</p> | <p>2019-20 Scheme of Delegation School Budget & Accounts (page 2): CS said responsibilities regarding the Annual Report & Accounts had been added (row 4), as well as the GB’s responsibility regarding the external auditors (row 5) and internal auditors (row 6).</p> <p>Staffing (Page 3) Prior to the meeting, a governor had queried whether the wording ‘to decide the number of staff at the school and the level of the posts’ (row 1) was correctly assigned as a GB responsibility. CS said that having referred to the school’s Managing Change Policy, proposed wording was:</p> <ul style="list-style-type: none"> • Headteacher responsibility: Ensure the school has the appropriate structure in place, in line with the School Teachers’ Pay & Conditions Document; • GB responsibility: Approve staffing structure changes. <p>Governors briefly discussed the ‘meaning’ of these responsibilities in practice, and concluded that should the headteacher, for example, consider it necessary to appoint an additional teaching assistant, the proposal would have to be presented to the GB for approval, as this would constitute a ‘staffing structure change’.</p> <p>Performance Management (page 4) A governor queried the meaning of the statement, ‘<i>HT to provide an annual written report on the effectiveness of the appraisal procedures to the GB for their consideration</i>’ (headteacher responsibility, row 6).</p> <p>After a brief discussion, governors concluded that the effectiveness of the appraisal process could be determined from anonymised appraisals.</p> <p>ACTION MW: Autumn P&P – present selection of anonymised appraisals</p> <p>Standards & Target Setting (page 5): A governor queried whether ‘<i>to be responsible for setting by 31 Dec of each year the targets for the achievement of pupils at the end of EYFS, KS1 & KS2 in the following school year, and for publishing those targets in their annual report</i>’ was the responsibility of the GB.</p> |

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| <p>365c.3</p> | <p>After a brief discussion, governors AGREED:</p> <ul style="list-style-type: none"> • Headteacher responsibility: <i>'to set the targets for the achievement of pupils at the end of EYFS, KS1 and KS2, by the 31 December for the current school year'</i>. • GB responsibility: <i>'to publish the targets in the annual report'</i>. <p>Budgets (page 7): Point 3 - <i>To monitor monthly expenditure.</i> In line with the 2019 Academies Financial Handbook, both the headteacher and chair of governors must sign off accounts monthly, therefore both level 2 and 4 should be ticked.</p> <p>Point 5: In line with the school's Finance Manual, the headteacher can <i>'enter into contracts with a value up to £10,000'</i>, not £1,000 as stated in the draft scheme of delegation. Point 6: Should therefore read, <i>'To enter into contracts with a value above £10,000 p.a.'</i>, as a level 2 decision (in line with the Finance Manual).</p> <p>2019-20 FGB Terms of Reference: No queries were raised regarding the terms of reference circulated with the papers for the meeting.</p> |
| <p>365c.4</p> | <p>Decision: Governors UNANIMOUSLY RATIFIED the 2019-20 Standing Orders, the 2019-20 Scheme of Delegation (subject to the above updates at minute 365c.2 being included) and the 2019-20 FGB Terms of Reference, by a show of hands vote.</p> <p>ACTION CS: Update Scheme of Delegation; populate Governor Hub – 3 docs</p> |
| <p>365c.5</p> <p>(i)</p> <p>(ii)</p> | <p>2019-20 Governor Roles</p> <p>Leadership Appraisal Group: AJ said that to date he had chaired the meetings, but from the autumn 2019 term onwards, the proposal was for GD to chair the meetings. AJ said that for continuity he would attend the first meeting of this academic year, after which he would not be involved in the leadership appraisal group.</p> <p>Governors AGREED ST should join the Leadership Appraisal Group for the next academic year (2020-21) after having attended the relevant training.</p> <p>Decision: Governors UNANIMOUSLY AGREED the members of the leadership appraisal group to be GD, VM and NB, with AJ attending the first meeting only, for this academic year.</p> <p><i>(After the meeting, ST booked to attend the Headteacher's Appraisal training in June 2020.)</i></p> <p>BL said that while the statutory governor roles (such as SEND, safeguarding, pupil premium and health & safety) were being carried out effectively, the consistent message from members of the board was that the other link governor roles were not. BL therefore proposed a fundamental change, such that there was a link governor for each of the SDP priorities, thanking CS for having suggested this format prior to the meeting.</p> <p>A governor said that in view of the focus on quality of education in the 2019 Ofsted Education Inspection Framework (EIF), these link roles should allow governors to monitor the quality of the curriculum effectively. This governor reminded the board that the most recent Ofsted inspection (in May 2019) had highlighted the importance of children being aware of the subject being studied, especially in the higher year groups.</p> <p>A governor said that the board would in future glean a great deal regarding the children's experience at the school from the curriculum story (minute 364b.2).</p> |

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| | <p>BL encouraged governors to consider completing the safeguarding training relevant for taking on the second safeguarding governor role, as AJ would be stepping down from this role at the end of the academic year. BL said that level 1, safeguarding training was an online course that took about 45 minutes to complete; therefore it was not too onerous. AJ added that this online module had to be completed before attending the face-to-face ‘Safeguarding for Governors’ event facilitated by AfC.</p> <p style="text-align: center;">ACTION ALL GOVERNORS: Second safeguarding link governor – advise BL</p> <p>ST AGREED to attend the next available safer recruitment training event (<i>and booked to attend the AfC event in January 2020 after the meeting</i>).</p> <p>As the Health & Safety link governor, KR queried whether this was a mandatory role and also how children’s behaviour and bullying would fit within the link roles assigned to the SDP targets.</p> <p><i>(As the employer, the GB is ultimately responsible for the Health and Safety of the staff and pupils at the school, therefore H&S link governor would be included under the ‘mandatory roles’. Regarding bullying, this was reported in the safeguarding section of the headteacher’s report each term and therefore was covered by the safeguarding link governors.)</i></p> <p>BL asked governors to let him know the SDP priority they were interested in being the link for prior to the autumn 2 FGB.</p> <p style="text-align: center;">ACTION ALL GOVERNORS: which SDP priority to be link governor for? Contact BL by 7 Nov ACTION CS: Agenda – Nov FGB – agree link gov roles</p> |
| 365c.6 | <p>Conflict of Interest Policy Decision: Governors UNANIMOUSLY RATIFIED the 2019-20 Conflict of Interest Policy circulated with the papers for the meeting, by a show of hands vote. ACTION CS: Publish Conflict of Interest Policy – website/Gov Hub/Shared Drive</p> |
| | <p>GB Constitution</p> |
| 365d.1 | <p>Committee Structure & Membership 2019-20 VM said that while she was willing to continue as Chair of Teaching & Learning committee for the current academic year, bearing in mind the end of her term of office was November 2020, succession planning should be a priority.</p> <p>Decision: Governors UNANIMOUSLY VOTED in favour of the following Committee Chairs for the current academic year, by a show of hands vote:</p> <ul style="list-style-type: none"> ● Personnel & Pastoral – ST ● Resources – AP ● Teaching & Learning – VM. <p style="text-align: right;">ACTION CS: Update Committee Membership doc – save to Gov Hub</p> |
| 365d.2 | <p>Committee Terms of Reference</p> <p>Teaching & Learning: BL said that bearing in mind the change to the link governor roles (minute 365c.5), point 13 should be removed; in addition, there was a reference to co-Chair (points 5, 6 & 16) to be removed.</p> <p>Decision: Governors UNANIMOUSLY RATIFIED the 2019-20 Terms of Reference for both the Personnel & Pastoral Committee and the Teaching & Learning Committee (subject to the corrections stated above), by a show of hands vote.</p> |
| 365d.3 | <p>Resources: Terms of Reference to be updated to incorporate audit committee requirements detailed in</p> |


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| | <p>the 2019 Academies Financial Handbook, in preparation for ratification at the autumn 2 FGB.</p> <p>ACTION AP/CS: Res Comm Terms of Ref – autumn 1 comm – finalise for autumn 2 FGB</p> |
| 365e.1 | <p>Declaration of Interest: Governors at the meeting provided a completed declaration of interest form for CS to prepare the Register of Interests to be published on the school’s website.</p> <p>ACTION CS: Prepare Register of Interests – publish on website</p> |
| 365e.2 | <p>2019-20 Governors’ Code of Conduct</p> <p>BL reminded governors that the board acted collectively, and therefore, even if a governor had expressed a dissenting voice on a particular matter, the view shared publicly with stakeholders must be in line with the majority decision. BL stressed the importance of confidentiality being respected at all times. BL also stressed the importance of all members of the board acting in a strategic manner, and said should a governor be approached regarding an operational matter, the handling of this should be directed to a member of staff – governors should not get involved.</p> <p>CS explained that the revised code of conduct was based on the NGA/AfC model.</p> <p>All governors present SIGNED the declaration circulated to confirm having read and understood the 2019-20 governors’ code of conduct (<i>RH signed the Code after the meeting and CS saved the scanned copy of the declaration to Governor Hub</i>).</p> |
| 365f.1 | <p>2019-20 Annual Agenda Plan</p> <p>CS said that the agenda plan had been updated to include the internal auditing requirement stipulated in the 2019 Academies Financial Handbook.</p> <p>A governor stressed the importance of the GB having an opportunity to meaningfully discuss the draft SDP in order that the board could provide valuable input to the content. As chair of the teaching & learning committee (T&L), VM said that it was unfortunate both autumn term FGB meetings were taking place before the first T&L meeting at which the SDP priorities could have been discussed in greater detail. VM said that the SDP priorities informed the major part of the T&L committee’s challenge of the senior leadership.</p> <p>CS said that the timing of the autumn term T&L committee had been determined by the school’s data collection timetable, in order that the first set of progress data could be reported. A governor ADDED that by analysing this data, the SDP priorities would be closely monitored by the committee.</p> <p>BL said that with six FGB meetings during the year, there would be more time for governors to discuss, challenge, and shape the vision for the school. BL encouraged ALL governors to ask questions on the headteacher’s report before the meeting at which it would be presented.</p> <p><i>(After the meeting, CS updated the agenda plan further to incorporate the relevant monitoring for each of the SDP targets & saved the updated document to Governor Hub for governors’ reference.)</i></p> |
| 365f.2 | <p>The 2019-20 Policy Schedule had been circulated with the papers for the meeting.</p> <p>CS said that the DfE had provided an updated statutory policy list in September 2019; to date guidance was awaited on the new policies added to the list: NQTs (Newly Qualified Teachers) and Children with Health Needs who Cannot Attend School.</p> <p>ACTION CS/MW: New Policies – ensure introduced when model policies available</p> <p>As the HR link governor, ST suggested that all HR policies be audited annually.</p> <p>ACTION CS: P&P autumn agenda – annual HR policy audit?</p> <p>BL said that the school needed to work on the review timetable, in order that comments on policies</p> |

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| | <p>could be incorporated in the final version circulated for the meeting.</p> <p>ACTION MW: Review policies to allow governors to comment before the meeting</p> |
| 365g | <p>2018-19 Governor Self-evaluation</p> <p>BL THANKED those who had completed the self-evaluation (seven out of nine governors).</p> <p>BL said regarding the feedback that the link governor role required further development this would hopefully be met through the change in link roles for the current academic year (minute 365c.5).</p> <p>Regarding the suggestion for a governor drop-in with the chair of governors, BL encouraged governors to contact him either by email or telephone to discuss matters, as and when the need arose, rather than assigning a particular date for this opportunity.</p> <p>Regarding the spring 1 ‘training’ FGB, a governor suggested that the focus be guidance on building the school’s 3-5 year strategic plan. All present AGREED this would be particularly useful. A governor noted that a 3-5 year strategic plan would be particularly helpful for MW when drafting the SDP in future years.</p> <p>ACTION MW: Contact Mark Newton – training event – 3-5 Year Strategy – update to autumn 2 FGB</p> <p>BL said that having three new governors on the board had really broadened the GB’s skill-base. With the school now being full, and the necessary plans in place to have the appropriate staffing structure, BL stressed the importance of governors not getting involved in operational matters; their focus must be strategic thinking and planning.</p> |
| 365h | <p>Governor Training</p> <p>BL reminded governors of their commitment to attend one training event each academic year in order to keep their knowledge up-to-date.</p> <p>ACTION ALL GOVERNORS: Review AfC schedule - book at least one training event</p> |
| 365i | <p>Governor Visits</p> <p>MW said that by having the link governor roles specific to the SDP targets, the governors’ strategic role of holding the senior leadership team to account would be clear. MW suggested that the format of the governor visits for the year be discussed at the autumn 2 FGB, when the link governor roles had been agreed.</p> <p>ACTION CS: Autumn 2 FGB – Format of Governor Visits</p> |
| 365j.1 | <p>Risk Register (MA 351c) PA said that once ranked appropriately, the high-risk items on the risk register should drive the agenda of the relevant meeting, and advised governors of his experience in this field.</p> <p>In order to have sufficient time to allocate to updating the register, governors AGREED a working party should be formed, led by PA and comprising the chairs of committees, chair of governors, and vice chair of governors. Governors AGREED the working party’s remit would be to reshape the risk register with the aim of making it a more effective tool.</p> <p>ACTION PA: Arrange WP meeting – AP, ST, VM, BL & RH – report to autumn 2 FGB</p> <p>Governors THANKED PA for driving this improvement to the risk register.</p> |
| 365j.2 | <p>Review of Current FGB risks</p> <p>Risk 17a: Staffing of SENCo Role</p> <p>Governors AGREED that with this academic year being the transition period (handover from Sarah Creegan to Lucia Freeman, Deputy Head/SENCo) the risk should remain on the register, but should more appropriately be assigned to the Teaching & Learning and Personnel & Pastoral committees.</p> |
| 365j.3 | <p>Risk 13: Sustainability of a One-form Entry School</p> |

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| | <p>Governors recognised that currently the school was oversubscribed, during a time when there was a limited number of pupils for school places. However, even though achieving the sustainability of the school through the school roll was a low risk, there was no guarantee government funding would meet the school's budget. As chair of the resources committee, AP said that this was tracked by risk 1a – revenue budget. BL added that governors should be mindful of not allocating a disproportionate amount of the budget on overheads. In conclusion, governors AGREED risk 13 could be removed from the FGB risk register.</p> <p style="text-align: right;">ACTION CS: Update risk register – save to Gov Hub</p> |
| <p>365k</p> | <p>Newsletter Update</p> <p>BL said that he would prepare an update to parents explaining the change in membership of the GB and also the priorities for the coming year.</p> <p style="text-align: right;">ACTION BL: Newsletter article – autumn 1</p> |
| <p>365l</p> | <p>2018-19 Annual Report</p> <p>Committee Chairs (AP, AJ and VM) AGREED to draft some wording detailing the work of their committee during the previous academic year.</p> <p style="text-align: right;">ACTION AP/VM/AJ: Wording to CS – Friday 11 October</p> |
| <p>366</p> | <p>2019-20 Draft School Development Plan</p> <p>MW said that the draft SDP was based on six priorities identified and presented at the July FGB, and on which governors were tasked with holding the senior leadership to account for their achievement. The targets were:</p> <ul style="list-style-type: none"> • To ensure consistently high-quality opportunities for pupils in all year groups, especially the most able pupils to apply their mathematical learning and improve their reasoning skills; • Through effective subject leadership and curriculum provision, to enable pupils to make the same progress in foundation subjects as they do in reading, writing and mathematics; • To develop an effective assessment system to monitor progress and attainment in subjects other than mathematics and English; • To continue to promote high expectations in terms of the accuracy and quality of pupils' writing in their subject books as their English books, in order to demonstrate good or better progress and attainment for all children across the curriculum; • To continue to improve the quality of the learning environment across the school; • To continue to develop and effective communication culture across the school. <p>MW said that the targets were specific and relevant. As the Ofsted inspection had identified the first four targets, MW said that the school would be held to account at the next Ofsted inspection on these areas. MW said that to achieve these targets, improvement to the quality of the learning environment was necessary.</p> <p>MW said that the draft SDP circulated with the papers had since been updated to include more measurable outcomes in the 'success criteria' column and, provided governors with a paper copy of the updated SDP at the meeting (<i>and which since the meeting had been saved on Governor Hub</i>).</p> <p>A governor asked about the process for both the staff survey in the autumn term and the staff wellbeing 'temperature check' in the spring term, and stressed the importance of the completed surveys remaining anonymous and suggested external oversight might be valuable in analysing the feedback.</p> <p>MW said that the staff survey would most definitely be returned anonymously, as had been the case the previous year.</p> <p>A governor stressed the importance of the staff survey results being reported back to the governing board and asked about the process for translating the feedback into actions.</p> <p>MW said that a list of actions had stemmed from the spring 2019 staff survey, and these had been grouped according to the timescale for completion. MW said that this action list had been both</p> |

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| | <p>reported back to the spring 2019 Personnel & Pastoral committee, and a summary included in the 2019 spring term headteacher’s report.</p> <p>A governor stressed the importance of the governing board being assured that questions in the staff survey were appropriate and, that the process followed was appropriate.</p> <p>A governor added that the process needed to be designed in order that meaningful feedback was received, rather than it purely being an ‘echo chamber’, and said that if the only person reading the direct answers was MW, then honest, meaningful feedback might not be received from all members of staff.</p> <p>A governor said that meaningful feedback should be received, if staff were confident action would be taken, and that appropriate changes would happen in a timely way, which appeared to have been the case from MW’s reply regarding the feedback from the 2019 survey.</p> <p>BL suggested that MW shared the format of the staff survey with the Personnel & Pastoral committee members, and also said that MW should report back to the committee on the changes that had been implemented in response to staff survey feedback on more than one occasion.</p> <p>ACTION MW: Staff survey – format for this year & on-going actions from spring 2019 - autumn P&P</p> <p>MW said that he felt staff were happy to give constructive feedback. MW said that all staff had responded anonymously, and the feedback had been reported back to all staff.</p> <p>A governor said that the second target referred to the ‘foundation subjects’ as being ‘reading, writing, and mathematics’, and asked whether science was considered a core subject.</p> <p>MW said that while science was not included in this target, science would be covered as part of target three. MW said that the wording of the targets was based on the recommendations from the May 2019 Ofsted report. MW said that the science subject leader had developed an action plan, which would ensure science had a sufficiently high profile across the school.</p> <p>A governor asked whether the development of ‘effective subject leadership’ (target two) should be costed, i.e. the resources and training required.</p> <p>MW said that this was covered by the individual subject action plans.</p> <p>BL added that the 2019-20 was based on SMART targets, the responsibility for which had been shared amongst the senior leadership team, which was positive to see. BL said that the costing of each of the targets was an aspiration.</p> <p>In reply to a governor, MW said that the priorities would form part of the committee agendas, and the termly headteacher’s reports would provide an update on progress.</p> <p>On behalf of the board, BL THANKED MW for refining the SDP to include SMART targets.</p> |
| | <p>Policies</p> |
| <p>367a</p> | <p>2019 Academies Financial Handbook</p> <p>As chair of the resources committee, AP encouraged all governors to read section 8, the Schedule of Requirements, ‘the musts’, of the Academies Financial Handbook.</p> <p>ACTION ALL GOVERNORS: Read section 8 – Academies Financial Handbook</p> <p>MW said that AN had been named as the member of staff for whistleblowing concerns (item 2.43 of the handbook).</p> |

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| <p>367b</p> | <p>Keeping Children Safe in Education</p> <p>BL said that the 2019 guidance had been circulated with the papers for the meeting, as all governors were required to at least read part 1. AJ added that the main changes were concerned with up-skirting and serious crime.</p> <p>Governors at the meeting signed the declaration to confirm having read and understood section 1 of KCSIE (2019), <i>(a scanned copy of which CS said would be saved on Governor Hub after the meeting)</i>.</p> |
| <p>367c</p> | <p>Admissions Policy – to be reviewed for ratification at autumn 2 FGB</p> <p>CS said that a data report had recently been saved with the papers for the meeting detailing the allocation of places for the 2019 intake according to the admissions criteria.</p> <p><i>A governor pointed out the importance of ensuring north Hampton (in priority area 1) continued to be serviced by the admissions policy (the area for which the school was founded, as at the time children were not being allocated to places in other schools from this area). This governor went on to explain that the 2019 intake data demonstrated that it was getting close to the point where there were more children from priority area 1 than there were places and if this happened, then the families living north of Gander Green would be just as disadvantaged as was the case in 2012 when the school was founded.</i></p> <p><i>(After the meeting, CS determined that 8 (out of 16) non-sibling, priority area 1 children had a home address beyond Gander Green, therefore this original purpose had been serviced to date.)</i></p> <p>A governor asked whether the forecast was for continued demand for primary school places across the borough.</p> <p style="text-align: center;">ACTION MW: future demand for primary school places – report to autumn 2 FGB ACTION CS: 2021 Admissions Policy – Nov FGB – for ratification</p> |
| <p>367d</p> | <p>Policies for Review in the Autumn Term: the list can be referred to at Appendix A.</p> <p>CS said of particular priority were the following for Personnel & Pastoral:</p> <ul style="list-style-type: none"> • Safeguarding & Child Protection (based on the AfC updates advised through the termly governor news dated 19 September 2019); • Teachers’ Pay Policy (being drafted by Robert Bullett, HR Adviser); • Complaints (operational policy to be presented by MW based on AfC/NGA model). |
| <p>368</p> | <p>AOB</p> <p>PA advised governors that the company with which he was employed, Project Centre Limited, had been involved in conducting the Hampton Healthy Streets study, which had revealed the dominance of car journeys in the borough, even for short journeys, in preference to cycling or walking. As a consequence, ways of making it easier and safer to cycle and walk would be proposed in a report to be submitted to the local authority in the next couple of weeks, based on short, medium and long-term objectives. PA said that one such proposal was for a colourful crossing near Waitrose; this could be recognised as a crossing, but without beacons.</p> <p><i>A governor said that with Year 6 children potentially walking to school independently, to have a crossing near Waitrose would be extremely beneficial.</i></p> <p>PA said that all parties were in agreement that there was a need for a crossing in the location, but with the yellow box junction and this being on a bus route, a zebra crossing was not possible.</p> <p>PA said that another proposal was for a modal filter on Oldfield Road, which would prevent cars from driving through the stretch of the road on which the school was located. PA said that cyclists and pedestrians would be able to travel along this part of the road. PA said that this proposal would have to go through the necessary consultation and local authority approval stages, and was understandably particularly contentious, but would be highly beneficial for the school. PA said that initially a trial would</p> |

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| | <p>probably carried out.</p> <p>PA said that the proposals were in line with the aim to encourage greener travel (cycling/walking), rather than driving. Therefore, car park spaces along the grass verge outside the school on Oldfield Road would not form part of the proposals.</p> <p>PA suggested that there should be a 'Travel to School' policy, outlining the school's stance on active travel and agreed to work with MW on developing this.</p> <p style="text-align: center;">ACTION MW/PA: 'Travel to School' Policy – draft & report to Res committee</p> <p>BL THANKED PA for the update and said it was pleasing to hear the proactive action points that would form part of the report to the local authority.</p> |
| <p>369</p> | <p>Governors' meeting dates for autumn 2019 term:</p> <p style="text-align: center;">Autumn 1</p> <p style="text-align: center;">Resources: Monday 14 October at 9am</p> <p style="text-align: center;">P&P: Thursday 17 October at 4pm – Note new date</p> <p style="text-align: center;">Autumn 2</p> <p style="text-align: center;">FGB: Thursday 21 November at 7.30 pm</p> <p style="text-align: center;">T&L: Thursday 28 November at 4pm</p> <p style="text-align: center;">Resources: Monday 9 December at 9am</p> |
| | <p style="text-align: right;"><i>AN left the meeting at 9.22pm</i></p> |
| <p>370 & 371</p> | <p>Part 2 Confidential Items: <i>Discussion recorded as a separate, confidential minute.</i></p> |
| | <p style="text-align: center;">BL THANKED governors for their contribution to the discussion and closed the meeting with prayer at 9.43 pm.</p> <p>Signed by the Chair  Date: 21st November 2019</p> |

APPENDIX A: POLICIES FOR REVIEW IN AUTUMN TERM

Personnel & Pastoral

- Staff Capability (LDBS Model)
- Safeguarding Audit & Plan
- Attendance
- Safer Recruitment
- Discretions
- Radicalisation / Extremism
- Safeguarding & Child Protection (for FGB ratification)
- Teachers' Pay (awaiting LDBS model policy – for FGB ratification)
- *Equality & Cohesion*
- *Staff Handbook*
- *SMEH (new policy)*
- *Complaints*

Resources

- **Governors' Allowances**
- **Staff Expenses**
- **2019-20 Finance Manual**
- **Lettings**
- **Debt Recovery**
- *Accessibility Plan*
- *ICT User Agreement*
- *First Aid*
- *BCP*
- *Publication Scheme*
- **Breach Management** (after October 2019)

T&L

- **Collective Worship (FGB ratification)**
- **Religious Education (FGB ratification)**
- **Looked After Children (FGB ratification)**
- *Home-school Agreement*
- *Physical Education*
- *Relationships & Sex Education*
- *EYFS*
- *School Behaviour*
- *Anti-bullying*
- *Exclusions*

FGB for ratification at November FGB

- **Admissions 2021**
- Safeguarding & Child Protection – from P&P
- (Teachers' Pay – from P&P – by written resolution)
- (Looked after Children – from T&L – therefore spring FGB)
- (Collective Worship – spring FGB)
- (Religious Education – spring FGB)

(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)