



## Minutes of Governing Board (GB) Meeting 35

Held on Thursday 21<sup>st</sup> November 2019

In Music & Art Room at 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)	Vice Chair, Personnel & Pastoral (P&P)	14 Nov 2020
	Vera Macrae (VM)	Chair, Teaching & Learning (T&L)	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
Parents (2)	Glen D'Sa		9 Oct 2020
	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair Resources	26 Nov 2021
LDBS	(Vacant)		
Co-opted (up to 3)	Paul Adams (PA)		10 July 2023
	Sophie Tait (ST)	Chair, Personnel & Pastoral (P&P)	10 July 2023
	Jennifer Walker (JW)		6 Sept 2021
Observer	Lucia Freeman (LF)	Deputy Head / SENCo	

**Also attended:** Clare Struthers (CS, Clerk)

**Apologies:** Amy Nesbit (AN, staff governor, Year 4 Teacher, end of term 13 October 2020)

Minute	Discussion & Decisions
372	BL <b>welcomed</b> everyone to the meeting at 7.32 pm, and opened with a prayer.
373	BL said that <b>apologies for absence</b> had been RECEIVED from AN, who was leading the Year 4 residential trip to Sayers Croft; the apologies were ACCEPTED by the board. BL said that KR had sent apologies for his late arrival.
374	<b>Declarations of Interest:</b> BL, AP, ST, RH, VM and JW said that their children/grandchildren attend wrap around care provided by KOOSA Kids.
375a	<b>Minutes of the meeting held on 3<sup>rd</sup> October 2019</b> <b>Decision:</b> All governors present at the October 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.
375b	<b>Matters Arising (for items not included on the agenda)</b> <b>(364b.2)</b> MW CONFIRMED the <b>Curriculum Story</b> was published on the website and available in reception. BL REITERATED governors thanks to the teaching staff team for preparing this informative document.
376	<b>Notification of 'Any Other Business' Items:</b> there was none.
	<b>Governance Matters</b>
377a 377a.1	<b>Matters Arising</b> from the governing board meeting held on <b>3<sup>rd</sup> October 2019</b> <b>(3649b.1) Governor Vacancies:</b> BL said that there were currently two vacancies; in addition to the LDBS governor vacancy, Gordon Fowles (PCC governor) had resigned due to a change in his working

	<p>arrangements.</p> <p><b>In reply to a governor</b>, BL said that the LDBS appointed governor should ideally be a member of a church other than St Mary’s Hampton, should understand the school’s Christian ethos, and bring a specialist skill sought by the board.</p> <p><b>A governor asked whether the PCC nominated governor had to be a member of St Mary’s Hampton church.</b></p> <p>BL declared an interest as the chair of St Mary’s Hampton PCC, and said that while this was not a requirement, it would be preferred by the PCC.</p> <p><b>ACTION BL:</b> LDBS vacancy; PCC agenda item – governor nomination</p> <p>377a.2 <b>(352e) SEND Information Report:</b> CS said that this was published on the website. <i>NB very briefly left the meeting at 7.37 pm to hand an item to her husband</i></p> <p>377a.3 <b>(364b.5) Records Management Policy</b></p> <p>CS said that the following sections of the toolkit had been updated to reflect the retention of governance meeting papers agreed at the July FGB: 2.2, 2.3, 2.9 &amp; 2.10.</p> <p>AP said that the toolkit had been updated in 2018; CS AGREED to liaise with Denise Parker (DP, Office Manager) to ensure there were no updates to be included.</p> <p><b>ACTION CS:</b> DP to check toolkit –report updates to autumn 2 Resources</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the Records Management Policy by a show of hands vote.</p> <p>377a.4 <b>(365a1&amp;2) Chair &amp; Vice Chair of Governors:</b> CS said that GIAS (DfE database – Get Information About Schools) had been updated and, the Company Secretary and AfC had been advised.</p> <p>377a.5 <b>(365) Governance Documents:</b> CS said that those ratified at the October meeting had been saved on Governor Hub.</p> <p>377a.6 <b>(365e.1) Register of Interests:</b> CS said that this was published on the website, including the change to the GB membership (i.e. Gordon Fowles having resigned with effect from 15 November 2019).</p>
<p><b>377b.1</b></p> <p><b>377b.2</b></p>	<p><b>2019-20 Governor Roles</b></p> <p><b>Exclusions Appeals:</b> JW AGREED to investigate whether the relevant AfC training was being held on a convenient date.</p> <p><b>ACTION JW:</b> JW consider attending AfC Exclusion Appeals training</p> <p>The board AGREED the following link governor roles: <b>Sports Premium – GD and RE / Collective Worship</b> - BL.</p> <p><i>KR arrived at 7.49 pm.</i></p> <p>BL encouraged governors to consider taking on the role of second safeguarding link governor for the next academic year.</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the Governor Roles circulated with the papers for the meeting with the addition of two link governor roles for Sports Premium and RE/Collective Worship, by a show of hands vote.</p>
<p><b>377c</b></p>	<p><b>Governor Visits:</b> BL said that the assignment of the SDP priorities to the committees was working well.</p> <p><b>(364b.3) Pupil Progress Meeting – 3 March 2020:</b> AP AGREED to attend and to prepare a governor visit report to be presented to the Teaching &amp; Learning Committee.</p>
<p><b>377d</b></p>	<p><b>Committee Membership 2019-20</b></p> <p>BL said that communications would be part of the P&amp;P remit for the current academic year (see also minute 377e.2) and therefore the proposal was for RH to be a member of the P&amp;P committee.</p>

<p><b>377e.1</b></p>	<p><b>Committee Terms of Reference</b></p> <p><b>Resources</b> BL said that in line with the requirements of the 2019 Academies Financial Handbook, the Resources committee would have responsibility for overseeing and monitoring the internal auditing of the school's financial controls and processes.</p> <p><i>In reply to governors</i>, AP explained that the size of the trust did not require a separate audit committee to be established and there did not need to be a governor independent of the Resources committee present for the audit discussions.</p>
<p><b>377e.2</b></p>	<p><b>Personnel &amp; Pastoral</b> BL said that the updated terms of reference incorporated 'communications' that had been moved from the Resources committee remit.</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the 2019-20 committee membership, and the Personnel &amp; Pastoral and Resources committees' terms of reference, by a show of hands vote.</p>
<p><b>377f</b></p>	<p><b>(365g) Spring 1 FGB – Formulating the Three to Five Year Strategy</b></p> <p>MW said that Mark Newton (MN, LDBS School Improvement Adviser) would facilitate the discussion to formulate the school's vision in areas such as: staffing, site, pupil outcomes, pupils, leadership &amp; management, SIAMS and OFSTED, school and the local community.</p> <p><i>In reply to a governor</i>, MW said that MN would share examples of school strategy statements and also facilitate the initial development of the board's strategy statement for St Mary's. Following this, there would be consultation with pupils, staff and parents.</p> <p>Governors AGREED it would be useful to have the example 3-5 year strategy documents circulated prior to the spring 1 FGB, in order that governors could bring their ideas.</p> <p>BL said that following the spring 1 FGB, each committee would be asked to formulate their contribution to the 3-5 year strategy.</p> <p><b>ACTION MW/BL:</b> Liaise with Mark Newton – ensure paperwork circulated prior to 13 Feb meeting</p>
<p><b>377g</b></p>	<p><b>2020-21 Term Dates:</b> MW said that the dates were based on those for all Richmond schools.</p> <p><b>Decision:</b> Governors UNANIMOUSLY RATIFIED the 2020-21 term dates, by a show of hands vote.</p> <p><b>ACTION MW:</b> Ensure published on the school website – communicated to parents</p>
<p><b>377h</b></p>	<p><b>NGA Gold Membership:</b> BL said that the annual membership of £270 was due for renewal.</p> <p><b>Decision:</b> Governors UNANIMOUSLY AGREED the NGA membership for the current academic year, by a show of hands vote.</p> <p><b>ACTION CS:</b> Advise Piers Winrow – renew NGA membership</p>
<p><b>377i</b></p>	<p>BL thanked MW for having published the <b>Pupil Premium 2018-19 Impact</b> and <b>2019-20 Strategy Statements</b> on the website.</p>
<p><b>378</b></p>	<p><b>(MA 365j.1) Risk Register</b> BL THANKED PA for his work in drafting the reformatted risk register.</p> <p>PA said that the first working party meeting had successfully taken place via Teams and went on to explain the format of the register.</p>

	<p>Column 1: Strategic Plan Objective – PA said that each risk would be linked to the 3-5 strategy, once this was formulated.</p> <p>Column 4: Current Monitoring – PA said that this required updating by the committees to reflect the current status.</p> <p>Column 5: L = likelihood.</p> <p>Column 7: the highest gross risk was 36.</p> <p>Column 8: ‘Mitigating Factors’ was a summary of the controls and actions in place to reduce the risk.</p> <p>Column 9: Source of Assurance - the steps in place to monitor the risk.</p> <p>Column 14: Risk Owner – PA said that it was important for each risk to be assigned to an owner to ensure each risk was appropriately managed and mitigated.</p> <p>PA said that usefully, each of the columns could be filtered.</p> <p><b>Decision:</b> Governors UNANIMOUSLY AGREED the format of the risk register by a show of hands vote.</p> <p>RH said that the next step was for each committee to ensure the information recorded in the register was up-to-date.</p> <p style="text-align: center;"><b>ACTION COMMITTEE CHAIRS:</b> Ensure risk reg up-to-date at next committee meeting</p> <p>As chair of Resources, AP asked whether the register should be updated as part of the Resources sub-committee meetings (i.e. Finance &amp; Site), to ensure the live document in Teams was always as up-to-date as possible.</p> <p>BL said that the maintenance of a live document and ensuring all necessary operational risks were recorded in the risk register should be the next focus of the working party.</p> <p>A governor suggested that it would be useful for each of the column headings to be reworded to more explicitly explain their purpose.</p> <p style="text-align: center;"><b>ACTION PA:</b> Risk Reg working party – maintenance/updating of live doc – report to spring 2 FGB</p> <p>RH explained the importance of the risk register driving the school development plan and strategy and said that with the three documents working together, the risk register could become a powerful management tool.</p>
<p><b>379a</b></p>	<p><b>(MA 365I) 2018-19 Annual Report</b></p> <p>BL thanked CS and GD for their input to the preparation of the Annual Report.</p> <p>GD said that from the external audit conducted in the autumn 1 term, the auditors were satisfied with the robustness of the financial controls administered by the school, the governors’ financial monitoring process and, the management of risk. GD said that the management letter (circulated with the papers for the meeting) provided a summary of the significant audit findings. For example:</p> <ul style="list-style-type: none"> <li>• A salary review letter was not sent to each employee stating their new salary taking into account the ‘cost of living’ and incremental, if appropriate, increases;</li> <li>• The credit card statement was not authorised appropriately.</li> </ul> <p>GD said that the auditors had noted that the school was ‘ahead of the game’ in terms of the new requirement in the Academies Financial Handbook for monthly accounting; now cash flow accounting must be embedded. In addition, the auditors had noted the importance of the GB formalising the strategy for the school (see minute 377f for the GB’s approach).</p> <p>GD said that based on the auditors being confident the figures included in the Annual Report were correct, it was proposed that the governing board agree the Report in principle and delegate finalising</p>

<p><b>379b</b></p>	<p>the finer detail to BL, MW and GD (for example, inclusion of Gordon Fowles’ resignation date). BL, MW and GD CONFIRMED that if any major changes were identified, they would be reported to the GB.</p> <p><b>Decision:</b> All governors (except one ABSENTION) AGREED in principle the 2018-19 Annual Report, by a show of hands vote, and delegated responsibility for signing the report and both letters of representation to BL, MW and GD outside of the meeting.</p> <p><b>ACTION BL/MW/GD:</b> Finalise Annual Report – sign with both letters of representation by end of autumn term</p> <p>GD AGREED to provide the ‘management response’ to each of the audit findings in the management letter.</p> <p><b>ACTION GD:</b> Complete ‘management response’ – forward to auditor – copy to CS – by 31 Dec</p>
<p><b>380</b></p>	<p><b>School Development Plan</b></p> <p>MW gave an update on the activities that had taken place in respect of each SDP target.</p> <p><b>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.</b> Alana Rowlandson (Maths Lead, Year 6 Teacher) had carried out curriculum monitoring and book scrutiny with the school’s Maths Mastery Development Lead to evidence where support was needed. MW said that from the first round of Pupil Progress meetings, it could be reported that most children were on track to achieve their target.</p> <p><b>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.</b> MW said that each subject leader had prepared an action plan related to the SDP and this had been shared with the teaching team. MW said that it was necessary for these action plans to show progression in knowledge and skills across the curriculum and through the year groups in order to meet the requirements of the new Ofsted framework. MW said that the INSET day in January was dedicated to subject leadership.</p> <p><b>To develop an effective assessment system to monitor progress and attainment in subjects other than Maths and English.</b> MW said that the assessment matrices were used to monitor progress and attainment in Maths and English, and a bespoke assessment tool would be developed for the foundation subjects, except RE, which would have its own assessment method.</p> <p><b>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.</b> MW said that teachers were identifying opportunities for writing across the curriculum.</p> <p><b>To continue to improve the quality of the learning environment across the school .</b> MW said that himself and Jo Firmin (Art Teacher) had prepared a document outlining the expectations, which had been shared with all teaching staff, and were a useful monitoring tool.</p> <p><b>To continue to develop an effective communication culture across the school.</b> MW said that all staff had been appraised and every member of staff had a communication objective. MW said that staff wellbeing training was planned for the autumn 2 term.</p> <p><b>A governor asked the reason the school was developing a bespoke assessment system for foundation</b></p>

	<p>subjects.</p> <p>MW said that as St Mary’s curriculum could be unique compared to that delivered by other schools, a bespoke system was appropriate. MW said that the assessment grids would be based on the curriculum map and would measure the children’s attainment against the ‘working towards’, ‘expected’ and ‘greater depth’ standards. MW said that the overriding aim would be for the assessment system to not be too onerous.</p> <p><b>A governor sought to clarify whether the school followed the national curriculum.</b> MW CONFIRMED and said that the national curriculum provided the context with the key knowledge and skills for each foundation subject and each year group; the school was then able to determine the specific content to be delivered.</p> <p><b>A governor asked whether the curriculum map was complete.</b> MW said that Year 6 was to be added.</p> <p><b>A governor asked about the opportunities being provided for higher achievers.</b> MW said that the opportunities to stretch the ‘most able’ were discussed and agreed during the Pupil Progress meetings each half term. For example, the opportunities to use reasoning skills across the curriculum, not just in maths.</p> <p><b>A governor asked when the staff survey would be circulated.</b> MW said either before the end of autumn term or early in the spring term. <b>Governors were interested to see the feedback.</b></p> <p><b>A governor asked about the questions included.</b> MW said that the thirteen generic Ofsted questions would be used, the same as the previous year, to allow comparison. <b>A governor said that there might be other areas the school would like to monitor year-on-year through the survey and therefore consideration should be given to including bespoke questions.</b></p> <p>MW said that the autumn term Headteacher’s report would be circulated in early December to allow sufficient time for governors to ask questions and for the responses to be provided before the end of term.</p> <p><b>BL THANKED MW for a thorough update.</b></p>
	<p><b>Committee Updates</b></p>
<p><b>381a</b></p>	<p><b>Personnel &amp; Pastoral Committee</b> Governors NOTED the <b>minutes of autumn term meeting.</b></p> <p><b>MA207b: Subject Leadership</b> As Chair of the Teaching &amp; Learning committee, VM said that it would be very useful for the T&amp;L committee to have the governor visit report, as curriculum was central to their remit.</p> <p><b>MA 212 Mental Health First Aider training</b> ST clarified that it was best practice to have the same number of mental health first aiders as first aiders; therefore, the recommendation was for all staff to be trained. ST said that the free training for a member of staff should be utilised.</p>
<p><b>381b</b></p>	<p>The updated <b>Safeguarding &amp; Child Protection Policy</b> had been circulated with the papers for the meeting. <b>Decision:</b> Governors RATIFIED, by a show of hands vote, the Safeguarding &amp; Child Protection Policy (one governor ABSTAINED from the vote).</p>

381c	<p><b>(MA 213b) Safeguarding Awareness training (page 10 Policy)</b> As all governors had a responsibility for safeguarding, BL said that everyone should complete the level 1 online training module every three years, and having done so should advise CS.</p>
382a  382b	<p><b>Resources</b> The <b>minutes</b> of the <b>autumn 1 meeting</b> had been circulated with the papers for governors' information.</p> <p><b>Internal Auditing</b> AP said that in line with the new requirement of the Academies Financial Handbook, the GB must appoint an internal auditor to monitor the trust's management of risk, internal controls and response to the feedback from the external auditor. AP said that Responsible Officer visits would therefore no longer be necessary. AP said that three quotes had been sought and the fee for three visits during the year was: Williams Giles £2K, Kreston Reeves £4.5K, Monahans £4.5K. AP said that Williams Giles was currently the school's external auditors. AP said that Williams Giles had confirmed that their internal and external auditing teams were separate, so there would not be a conflict of interest. AP said that Williams Giles were able to provide a lower quote, as the Internal audit would carried out on the same day as a local LDBS primary school, St Mary's Norwood Green.</p> <p><b>A governor queried the length of the tenure.</b> GD said that the engagement would be reviewed annually.</p> <p><b>In reply to a governor,</b> GD said that Williams Giles and Monahans had provided detailed, written quotations when the tenders for the external auditing were invited, which explained the provision of brief, email quotations for the internal auditing.</p> <p><b>A governor asked whether there was any differentiating factor between the three auditors other than cost.</b> AP said not; the scope of the work provided would be the same, as this was determined by the requirements of the Academies Financial Handbook.</p> <p><b>Decision:</b> Governors AGREED, by a show of hands vote, Williams Giles should be APPOINTED as the internal auditors for Hampton St Mary Academy Trust; one governor ABSTAINED from the vote.</p>
	<p><b>Policy</b></p>
383	<p><b>2021 Admissions Policy</b> <b>(367c) Future demand for primary school places</b> MW said that AfC Admissions had advised that a low birth rate was to be expected for the next three to five years. A governor noted that four year ago, AfC had asked the governing board to consider expanding to a two-form entry school.</p> <p>A governor noted that based on the 2019 intake (data provided to the October FGB), after Looked After Children and siblings, all but two children had a home address in priority area 1.</p> <p><b>Decision:</b> Governors UNANIMOUSLY DETERMINED, by a show of hands vote, the 2021 Admissions Policy.</p> <p style="text-align: right;"><b>ACTION MW:</b> Advise LDBS/Borough/Website</p>
384	<p><b>Governors' meeting dates:</b></p> <p style="text-align: center;"><b>Autumn 2</b> <b>T&amp;L: Thursday 28 November at 4pm</b> <b>Resources: Monday 9 December at 9am</b></p> <p style="text-align: center;"><b>Next FGB: spring 1: Thursday 13 February at 7.30 pm – strategy setting with MN</b></p>

	<p style="text-align: right;"><i>LF left the meeting at 9 pm</i></p>
	<p><b>Part 2 Confidential Items</b></p>
<b>385</b>	<p><b>FGB Action Plan:</b> Discussion recorded as a separate, confidential minute (a).</p>
<b>386</b>	<p>Report by <b>Leadership Appraisal Group:</b> Discussion recorded as a separate, confidential minute (b).</p>
	<p>BL THANKED governors for their attendance and closed the meeting with prayer at 9.15 pm.</p> <p>Signed by the Chair  Date 2<sup>nd</sup> April 2020</p>