



## Minutes of Governing Board (GB) Meeting 39

Held on Thursday 9<sup>th</sup> July 2020 Virtually (via Teams)

### Present:

Governor Category	Name	Additional Information	End of Term
Ex-officio	Matthew White (MW)	Headteacher	Ex-officio
St Mary's Hampton PCC nominee (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
	Kel (Michele) Razza (KR)		11 March 2022
	Revd. Ben Lovell (BL)	Vicar, St Mary's Hampton Church; Chair of Governors	Ex-officio
	Hilary Hart (HH)		1 April 2024
Parents (2)	Andrew Parish (AP)	Chair, Resources Committee	31 March 2022
	Robert Hodges (RH)	Vice Chair of Governors; Vice Chair, Resources	26 Nov 2021
LDBS	Nick Woods (NW)		24 Feb 2024
Co-opted (Up to 3)	Paul Adams (PA)		10 July 2023
	Sophie Tait (ST)	Chair, Personnel & Pastoral Committee	10 July 2023
	Jennifer Walker (JW)		6 Sept 2021
Staff (1)	Amy Nesbit (AN)	Assistant Headteacher / Year 4 Teacher	13 Oct 2020
Observer	Julie Booth (JB)	School Business Manager	

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

**Apologies:** **Norma Beresford** (NB, PCC-nominated; end of term 14 November 2020)

**Glen D'Sa** (GD, Parent Governor, 9 October 2020)

Minute	Discussion & Decisions
415	BL <b>welcomed</b> everyone to the meeting at 7.34 pm and said that the main item was the 2020/21 budget. BL followed with prayer.
416	CS said that <b>apologies for absence</b> had been RECEIVED from NB, GD and AP; the board ACCEPTED the apologies. AP and GD had advised that they might be able to join the meeting late.
417	<b>Declarations of Interest:</b> BL, ST, RH, JW and VM said that their children/grandchildren would attend wrap around care provided by KOOSA Kids when the service resumes. VM said that her grandchildren would attend the summer wraparound care provided by KOOSA Kids.
418a	<b>Previous meeting held on 21<sup>st</sup> May 2020</b> <b>Minutes of the previous meeting</b> <b>Decision:</b> All governors present at the May 2020 meeting AGREED, by individually confirming their support, that the minutes were a true and accurate record of that meeting.
418b	(MA 405a) <b>Safeguarding Awareness – Level 1 Online Training Module:</b> BL reminded governors to complete this online module, preferably by the start of the next academic year. VM said that she had completed the NGA Compliance online training module, which covered safeguarding, as well as the governor's role in achieving compliance in areas such as: health &

	<p>safety, equality, admissions, and complaints. VM recommended the module.</p> <p><b>ACTION AP, JW, GD, RH, ST &amp; HH:</b> Online training Module – by autumn 2020 term</p>
419	<p><b>Notification of ‘Any Other Business’ Items</b></p> <p>AJ asked to update governors on two Admissions Appeals being heard before the end of the summer term and VM had raised the ‘Year 6 Leavers’ item prior to the meeting.</p>
420a	<p><b>Resources Committee – Summer Term Business</b></p> <p>The draft approved minutes of the June 2020 meeting had been circulated and minute 516e had been specifically referenced in preparation for the discussion at minute 420b.</p> <p>BL also referred governors to minute 516d regarding the Notice of Intended Legal Action received from Mrs Reynolds (Director of the now dissolved SMSKidz). BL said that the school subscribed to the risk protection arrangement, a government-backed legal scheme, which provided insurance cover and under which lawyers had been appointed to handle the matter.</p>
420b	<p><b>2020-21 Budget</b></p> <p>JB said that all of the income lines had been based on the 2019-20 income figures, except the ‘other income’ for which a considerable increase had budgeted with the New Seasons Market starting at the school on 15 August 2020. JB explained that with the school’s income being predominantly dependent on government income, it was appropriate to take this prudent approach.</p> <p><i>MW left the meeting at 7:40pm due to a connection issue</i></p> <p>JB said that the increase in salary expenditure had been explained in the Budget Report.</p> <p>JB said that during the next academic year, the school’s contracts would be reviewed to ensure value-for-money was received.</p> <p>JB said that due to the partial closure, the YMCA catering services expenditure (£100) had declined therefore this was not a ‘real’ increase for the 2020-21 academic year. JB also said that the catering expenditure was off set against the income received from parents.</p> <p>JB said that two terms (26 weeks) maternity cover had been budgeted in Professional Services Curriculum.</p> <p>JB said that during the current academic year, the clerking costs to the school had been higher than budgeted due to the complaints procedures that had taken place. JB said that the budget for clerking costs in the next academic year had been set lower than the current year’s expenditure.</p> <p>JB said that the bottom line was a projected £5K (five thousand pound) surplus.</p> <p><i>MW re-joined the meeting at 7.43pm</i></p> <p><b>A governor asked for the Sports Premium and Teachers’ Pay Grant income to be explained.</b></p> <p>JB said that in the current year circa. £40K (almost forty thousand pounds) had been budgeted, but circa. £60K (almost sixty thousand pounds) had been received, which was partly explained by the amount of the teachers’ pension grant not being known when the budget was set, but also by the fact that additional Sports Premium Grant had been received for the 2018-19 academic year. JB said that the school’s allocation for the Sports Premium Grant and the Teachers’ Pay Grant had been advised for the next academic year and therefore the figure of £53,945 (fifty-three thousand, nine hundred and forty-five pounds) had been included with a high degree of certainty.</p>

	<p>A governor asked for an explanation for the year-on-year increase in the Pupil Premium (PP) grant.</p> <p>JB said that for the next academic year, the school's allocation was based on the previous year's census at which time there were thirty children eligible for pupil premium funding.</p> <p>In conclusion, BL said that with a £5K (five thousand pound) surplus the budget was very tight and also was based on the assumption that the significant rental income would be received. BL said that this presented an element of risk, but the school did have reserves. BL said that the reserves were discussed as part of the budget setting process, in the context that reserves should not be used to cover operational costs.</p> <p><b>Decision:</b> Governors unanimously RATIFIED the 2020-21 budget presented to the meeting by individually CONFIRMING their support.</p>
420c	<p><b>Five-Year Projection</b></p> <p><b>Income:</b> JB said that an increase in income had not been projected for: Sports Premium, other grants, lettings income and donations. JB said that it was not known whether the Sports Premium or the Teachers' Pay Grant would continue, but should the latter cease it was likely the funding would continue and be incorporated in the GAG income. JB said that a significant increase in lettings income had been projected for the next academic year, therefore no further increases were considered realistic. JB said that as an estimate, the following had been projected to increase by a prudent 1% (one per cent): GAG income, LA income, Pupil Premium, and Universal Infant Free School Meals.</p> <p><b>Expenditure:</b> JB said that salaries were projected to increase year-on-year and the projection presented had been based on the current staffing profile. JB said that based on the projection, salary costs were going to become quite a burden to the school going forward. JB said that as reported to the June Resources committee meeting, she had conducted a limited benchmarking exercise on two, local, one-form entry primary schools; JB said that both schools received a significant income through donations.</p> <p>MW added that the budget projection did not account for staff mobility, of which there was likely to be some, but even taking that into account, this would not mitigate for the projected budget position.</p> <p>A governor thanked JB for preparing the Five-Year Budget Projection, which highlighted the school's budgeting challenge over this period and asked whether MW and JB had considered strategies to mitigate the impact.</p> <p>MW said that one approach would be to review the staffing structure, the ideas for which would initially be discussed with HR, to ensure it was sustainable going forward, alongside a focus on increasing the level of donations.</p> <p>A governor asked why the catering income was roughly half the amount of catering expenditure.</p> <p>JB said that catering expenditure was not a significant cost to the school. JB said that for some children, the Pupil Premium Grant was used to cover the catering cost and that the reporting would be adjusted in future so it would be possible to identify this off-set.</p> <p style="text-align: right;"><i>AP joined the meeting at 7.52pm</i></p>

	<p>A governor asked whether all parents paid for school trips, while recognising that payment was voluntary.</p> <p>JB said that most parents did pay for school trips; for some children, the Pupil Premium grant was used to cover the cost and that the reporting in future would demonstrate where this was the case.</p> <p>BL thanked JB for preparing the Five-Year Budget Projection, which usefully presented the realistic challenge facing the school leadership. BL reiterated that while the forecast had been based on a number of assumptions, it clearly presented the school's financial position if staff turnover remained low and government funding continued at the current level. BL pointed out that there was a mathematical 'problem' with the forecast in that the staffing costs (the school's main expenditure) were projected to increase at a rate higher than inflation and government income at a rate lower than inflation.</p>
420c	<p><b>Audit Committee Update</b></p> <p>Governors had been referred to minutes 518 and 519 of the June 2020 Resources Committee minutes.</p> <p>AP said the priorities for the internal audit were discussed, based on the ratings identified by the risk register. AP said that JB was working with the auditors to arrange a visit.</p> <p>BL reminded governors of the importance of updating the risk register in the committee meeting discussions.</p>
421a	<p><b>Teaching &amp; Learning (T&amp;L) Committee</b></p> <p>Governors NOTED the <b>draft approved minutes</b> of the <b>summer term meeting</b>, along with the headteacher's and SENCo's reports on teaching and learning since the partial closure. MW said that broadly the committee had discussed how the partial closure period had gone, with virtual learning being signposted for the whole school and the school being open for key worker and vulnerable children throughout. VM added that governors had been pleased to hear that the learning provided by the school had generally been positively received by parents.</p> <p>Governors recorded their THANKS to Sarah Creegan (SENCo) for the comprehensive and very informative Inclusion Report presented to the summer term T&amp;L committee meeting, which demonstrated there was a broad range of work being undertaken in challenging circumstances.</p> <p>A governor said that it was pleasing to hear the Children's Well Being Practitioner had been well received and therefore it was particularly disappointing to learn that budgetary constraints prevented the continuation of the service.</p> <p>MW explained that the school was participating in a trial programme, which might make it possible to continue the service in the autumn 2020 term.</p> <p>A governor asked whether the ELSA provision provided by Denise Parker would help to mitigate against the loss of the Well Being Practitioner to a limited degree.</p> <p>MW said that the ELSA provision was quite different.</p>
421b	<p><b>SEND INFORMATION REPORT:</b> to be updated for the autumn 1 FGB meeting.</p> <p><b>ACTION MW:</b> Updated SEND Information Report – September FGB</p>
422	<p><b>Headteacher's Summer Term Report</b></p>

	<p>MW said that he had been proud of the staff team's monumental effort throughout the partial closure. MW said that it had been pleasing to see all of the children having the opportunity to return to school part-time during this second half of the summer term. MW said that this had given all children the opportunity: to meet with their friends in school, to engage with some learning, to have fun, and to have some sort of closure for the school year. MW said that the teaching and support staff had been excellent throughout the partial closure, putting the needs of the children first in all that had been done.</p>
423a	<p><b>School Re-opening in September</b></p> <p>MW said that in line with the government guidance issued on 2 July 2020, the size of the bubbles would be expanded to include the whole class from the beginning of the next academic year. MW said that it would no longer be necessary for one member of staff to work with one bubble; the requirement was for staff to remain socially distanced from each other and children. MW said that the staffing arrangement would involve the TAs covering some of the teachers' PPA (planning, preparation and assessment) time, as the teacher formerly employed for this purpose would be leading the intervention groups three days each week.</p> <p>MW said that he was working with AN and Sarah Creegan (SC, SENCo) to determine the teaching and learning priorities for the autumn term and AN was investigating the Maths and English programmes to be delivered. MW said that these priorities would be aimed at closing the gap for all children, but in particular disadvantaged children, and this was the reason for having a teacher to lead the intervention groups.</p> <p>MW said that the children's well being would be a focus, along with their reintegration into the rules and routines of school life. MW said that as it would not be possible to meet as a whole school for collective worship, the communications and expectations would have to be communicated really clearly to all classes.</p> <p>MW said that there would be a focus on promoting staff well being during the next academic year, which would involve a series of team building and communication events. MW said that in this way himself and SC would be working on further developing the culture and communication in the school.</p> <p>MW said that therefore the senior leadership had a clear vision for September.</p> <p>MW said that lessons had been learned from the partial lockdown period and there were certain practices that would continue, such as some of the online learning programmes would continue to be used for homework.</p> <p>AN said that high quality intervention would be key for the priority of closing the gap. For this reason, staff members would be trained in effective delivery. AN said that the children would not be put under undue pressure, therefore the teachers would be encouraged to have a formative style. AN said that initially the children would need to be taught how to learn again.</p> <p>MW said that the school's planning would be designed to maintain the breadth and width of the curriculum, in order to maintain the children's interest in the curriculum.</p> <p>MW said that all children would be assessed in September, but teachers had already identified</p>

	<p>those children likely to be involved in the intervention groups.</p> <p>MW said that there would be a summer holiday provision provided by KOOSA Kids between the first and the fifth week of the summer holiday inclusive; MW said that a deep clean would take place during the final week of the summer holiday.</p> <p>MW said that one INSET day from the end of this summer term was being taken forward to the beginning of the autumn term to allow for two staff training days at the beginning of the school year.</p> <p>BL THANKED MW for the Headteacher's report presented to the meeting within which the key areas of focus had been included. BL said that the more detailed school development plan for the next academic year would be presented to the September FGB and said that governors should email their feedback/comments/further ideas to MW by the end of the first week of the autumn 2020 term.</p> <p><b>ACTION ALL GOVERNORS:</b> Email MW feedback on school development priorities for 2020-21</p>
423b	<p><b>Governors' Questions</b></p> <p>A governor asked whether the school had any concerns regarding resourcing the intervention groups.</p> <p>MW said that a qualified teacher, who formally covered PPA time, would deliver the interventions, as the focus for the academic year would be to close the gaps. MW explained that to be effective, interventions needed to take place at least three times a week, therefore they would be delivered between Monday and Wednesday each week.</p> <p>AN said that regarding the teaching resources, much of the Read Write Inc. programme available to the school would be used to deliver English interventions. AN said that TAs would probably need to be trained in the use of this programme as an intervention model. AN said that it was likely Maths resources would be purchased for the intervention groups.</p> <p>A governor asked whether it was going to be possible for the school to re-open to all children as planned on 4 September 2020.</p> <p>MW said that to facilitate this, one of the INSET days from the end of the current year had been moved to the beginning of the next academic year to enable the necessary staff training to take place. MW said that the children would return to school for Thursday and Friday that first week, as planned. MW said that this would be communicated to parents, along with the key ideas/differences for the start of the new academic year, in the final newsletter of the summer term. MW said that it might be necessary to stagger the drop off and pick up times across the year groups and this would be communicated before the start of the autumn term, to enable parents to plan for the change.</p> <p>A governor asked whether the home visits for the new Reception children would take place.</p> <p>MW said that the Reception teacher was planning for the home visits to take place. MW said that as the stay and play sessions had not taken place this summer term, these were being planned for September before the Reception children started school.</p> <p>A governor asked whether the school anticipated any challenges bearing in mind the government's announcement that all children must attend school from September.</p>

	<p>MW said that a compassionate approach would be taken on a case-by-case basis. MW said that this requirement would be reiterated to parents in the end of term newsletter.</p> <p>BL suggested that the reasons the school would consider for a child not attending school full time should be clearly communicated. MW AGREED to include this.</p> <p>A governor noted that staff well being was extremely important and said that all staff should have the opportunity to take a true break from school, without having to think about planning for the autumn term.</p> <p>MW said that much of the planning would have been completed before the end of the summer term. MW agreed that all staff needed to take a break in order to prepare and feel completely energised for the new academic year and to this end, teachers would not have access to the school during the five weeks when KOOSA were delivering the summer provision. MW said that holding the school community together and managing the children coming back to school part-time had been exhausting for all staff, both mentally and physically, for this reason he would be instructing all staff to take time off.</p> <p>A governor said that it was good to hear there was an obstruction to staff coming into school during the summer.</p>
423c	<p><b>Governor Feedback</b></p> <p>On behalf of many parents, JW, AP, PA, RH and ST expressed their thanks to the staff team for having gone above and beyond with the activities offered to the children and said that the children had really enjoyed having the opportunity to spend some time in school during the latter part of the summer term.</p> <p>RH thanked the school for organising the virtual sports day and said that this had been a great example of keeping the school community engaged in a fun and interactive way. RH said that the event was likely to remain in the children’s memories for a long time to come.</p> <p>ST said that parents had really appreciated the care and consideration offered by the teaching team through the telephone calls to the children at home.</p> <p>RH added that the teaching team had not made parents feel pressured to complete the work set, but rather extended their support, which was really welcomed.</p> <p><b>BL asked MW to pass on the entire board’s heartfelt thanks to the whole staff team for their work throughout the partial closure and to reiterate the message for the necessity to take a break from school.</b></p>
424a	<p><b>Governance</b> <b>2020-21 Governor Meeting Dates</b></p> <p>Significant dates to note:</p> <ul style="list-style-type: none"><li>• Resources autumn 1 (change of date presented to meeting) – Monday 12<sup>th</sup> October</li><li>• FGB spring 1 – TUESDAY 11<sup>th</sup> May 2021</li></ul>

	<p><b>Decision:</b> Governors AGREED the calendar of dates presented to the meeting (see appendix 1).</p>
424b	<p><b>(MA 414) Actions</b> from the FGB Action Plan</p> <p>BL said that himself, RH and MW had reviewed the actions from the complaint and proposed the following four areas to work on:</p> <ol style="list-style-type: none"> <li>1. <b>Complaints Procedure</b> to be updated (due for review spring 2021)</li> <li>2. To improve the decision making process, there would be a standing agenda item to review the <b>FGB’s effectiveness</b>, as part of which governors would have the opportunity to, for example, express whether it was felt decisions had been rushed</li> <li>3. <b>Contract Review – Periodic Standing Agenda Item</b> for Resources committee for the school to report on those contracts most recently reviewed; interval to be agreed by the committee</li> <li>4. Personnel &amp; Pastoral committee would continue to monitor <b>communication</b>.</li> </ol> <p><b>Decision:</b> Governors AGREED the actions were appropriate.</p>
424c	<p><b>Governor Terms of Office ending in Autumn 2020 &amp; Governor Evaluation</b></p> <p>BL said that in the autumn term there would be a staff governor election, a parent governor election and St Mary’s Church PCC would nominate three governors for appointment by the board.</p> <p>BL said that in preparation a skills audit had been included with the governor self-evaluation form that would be circulated to all governors straight after the meeting.</p> <p style="text-align: center;"><b>ACTION ALL GOVERNORS:</b> Complete evaluation by Friday 17 July – return to CS</p>
424d	<p><b>Governors’ News to Parents:</b> BL said that he would write the ‘governors’ update’ for inclusion in the final newsletter of the academic year.</p>
424e	<p><b>Keeping Children Safe in Education (KCSIE) September 2020</b></p> <p>BL said that the updated guidance, effective from the next academic year, had been published.</p>
425a	<p><b>AOB</b></p> <p><b>Admissions Appeals.</b></p> <p>AJ said that an independent panel was due to hear two admissions appeals before the end of the summer term. AJ said that both appeals were based on St Mary’s being the best possible school for the children starting Reception in autumn 2020. AJ said that it was the panel’s responsibility to decide whether the parents had grounds for appeal and the appeal panel had the power to direct the school to take additional children above the published PAN of thirty.</p>
425b	<p><b>Year 6 Leavers</b></p> <p>A paper prepared by VM had been circulated to governors before the meeting. VM said that the leaving of the first Year 6 class was a significant occasion in the school’s history. VM said that the parents of this year group had made the brave decision to send their children to the new school. VM suggested that it would be appropriate for governors to mark</p>

	<p>the occasion. VM also said that bearing in mind the significance of the year group leaving, consideration should be given to members of the founding project group participating in the children's celebratory event.</p> <p>BL said that the school was presenting all children with a gift.</p> <p>VM asked whether the governors should mark this significant occasion in some way.</p> <p>A governor agreed with VM that this Year 6 class leaving the school was particularly significant and should be recognised in some way; the families had put their faith in a new school.</p> <p>BL said that the invitees to the celebratory event, taking place on Tuesday 14<sup>th</sup> July, was an operational decision and therefore was for MW to decide. BL said that the event had been organised in line with current government restrictions.</p> <p>A governor suggested that photographs of the event were put together in a printed card to send to the founding members with an update on the progress of the school over its first seven years.</p> <p><b>ACTION MW:</b> Consider preparing a memorable card to send to the original project group</p> <p>A governor suggested that the founder members could be asked to send in a message that MW could consider including as part of the event.</p> <p><b>Decision:</b> Governors AGREED the invitation list for the Year 6 leaver event was the responsibility of the headteacher and that the gift being presented to the children by the school was sufficient to mark the end of their time with St Mary's Hampton.</p>
427	<p><b>Part 2 Confidential Item: SLT Action Plan</b></p> <p>Following the discussion from the previous meeting, the SLT to consider updating the action plan to incorporate governor feedback.</p> <p><b>ACTION MW:</b> Update SLT action plan – present to Sept FGB/autumn P&amp;P</p>
428	<p><b>Governors' autumn term meeting dates: 2020-21:</b></p> <p><b>Next FGB: Thursday 24 September</b> at 7.30pm <b>at school</b></p> <p><b>Personnel &amp; Pastoral:</b> Thursday 1 October at 4pm</p> <p><b>Resources: Monday 12 October &amp; Monday 14 December</b> at 9am</p> <p><b>Teaching &amp; Learning:</b> Thursday 12 November at 4pm</p> <p><b>FGB:</b> Thursday 26 November at 7.30pm</p>
	<p>BL THANKED governors for their commitment to the school throughout the school year, and closed the meeting at 8.44 pm.</p> <p>Signed by the Chair  Date: 24<sup>th</sup> September 2020</p>

APPENDIX 1: 2020/21 GOVERNORS' MEETING DATES

	T&L 4 PM	RESOURCES 9 AM	P&P 4PM	AGM 7.15 PM	FGB 7.30 PM
<b>AUTUMN 1</b> INSET: 2 Sept  <b>Thurs 3 Sept –</b> <b>Thurs 22 Oct</b>  INSET: Fri 23 Oct		<b>12 Oct</b>	<b>1 Oct</b>		<b>24 Sept</b>  <b>GB Business</b> <b>GB skills audit</b> <b>GB Evaluation</b>
<b>AUTUMN 2</b>  <b>Mon 2 Nov –</b> <b>Fri 18</b> <b>Dec</b> INSET: Fri 20 Nov	<b>12 Nov</b>	<b>14 Dec</b>			<b>26 Nov</b>  <b>Annual Report</b>
<b>SPRING 1</b>  INSET: Mon 4 Jan  <b>Tues 5 Jan –</b> <b>Fri 12 Feb</b>		<b>1 Feb</b>	<b>21 Jan</b>		<b>11 Feb</b>  <b>Governor Training</b>
<b>SPRING 2</b>  <b>Mon 22 Feb –</b> <b>Wed 31</b> <b>March</b>  INSET: Fri 19 March	<b>4 March</b>	<b>15 March</b>		<b>25 March</b>	<b>25 March</b>
<b>SUMMER 1</b>  INSET: Mon 19 April  <b>Tues 20 April –</b> <b>Thurs 27 May</b>		<b>17 May</b>	<b>29 April</b>		<b>Tuesday</b>  <b>11 May</b>
<b>SUMMER 2</b>  INSET: Mon 7 June  <b>Tues 8 June –</b> <b>Wed 21 July</b> INSETs: Thurs 22-Fri 23 July	<b>8 July</b>	<b>21 June</b>			<b>15 July</b>