



HAMBLE PRIMARY SCHOOL
Hamble Lane, Hamble, SO31 4ND

Meeting of the Full Governing Body
Tuesday 16 July 2024, 5pm
Location: Hamble Primary School

MINUTES

Present:	Eileen Ball (EB)	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Claire Hewitt (HT)	Headteacher
	Emily Mackay (EM)	Parent Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair
	Annie Yuratich (AY)	Co-opted Governor
Apologies:	Lee Benson (LB)	LA Governor
	Natalie Emmett-Callaghan (NEC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Andy Howells (AH)	Parent Governor
In attendance:	Susannah D'Souza	Local Authority Clerk

Blue denotes Annex (documents circulated prior to meeting) & Appendix (tabled or presented following meeting)

Purple denotes challenge

Red denotes action point

- Welcome and Apologies**
Apologies were noted and accepted.
- Declarations of pecuniary interest**
There were no declarations for this Agenda or any in addition to those already on the register.
- Any other business** (since issue of agenda)
Action points were discussed, and timescales/statuses were updated.
- Correspondence**
There was no correspondence received.
- Approval of Minutes of the meeting held on 18 June 2024**
Annex 1 FGB Minutes 18 June 2024 FINAL
The minutes were ratified as a true record of the meeting.
- Matters arising from the minutes**
Action points were discussed, and timescales/statuses were updated.

7 Headteacher's report

Annex 2 HT report July 24

Do the reduced hours children impact the overall attendance?

HT replied "yes", but it will be worthwhile doing the figures, perhaps once a term, without these children included as overall attendance has dropped.

Is there any update on applicants for the role of caretaker?

HT confirmed that there have been no applications. She is considering contacting Caretaker Services for someone to do two hours per morning to open up, do site checks, and various other duties; currently, there is a mixture of staff doing this, and a key person is leaving.

Could a job share be arranged with the secondary school?

HT said that this is not possible, but another option is to employ someone as a casual worker. In the meantime, CC will be doing odd jobs until somebody is appointed. HT will rerun the advert, and also put up a notice at Tesco, Bursledon, the Job Centre and in the parish magazine, Scene.

What is the outcome/purpose of the end of year science assessments?

HT replied that this came about due to having to report KS2 science data, as this is published as a national score; when the government conduct spot checks, the children did not do well. Our science lead recognised there was a need to do something about knowledge, rather than evaluation. The science curriculum is so heavy, and children do not come across key knowledge repeatedly, so they had to devise a way to help information recall. The science lead has formulated a spreadsheet where teachers can record information, and gaps in knowledge can be identified.

Is this an individual child need or whole class problem, and can we utilise the Personal Development Learning (PDL) guidance?

HT advised that she has bought into Jigsaw after an Ofsted inspector friend of hers recommended it. It is ready to go in September and the package includes a linked assembly each half term, and each of the six jigsaw pieces are done by the whole school.

HT has also bought into the religious education (RE) scheme as there was 50% off the cost. There is some negativity from children around this subject, but it is presented as cultural learning and will tie in with other subjects such as geography for example.

Why is there is one extra child under Children's Services?

HT confirmed that this is a disclosure referral.

7.1 SIP update

The Chair explained that EB has looked at the rationale of monitoring, SEND, and the Governors' role. The objectives are to:

- Make monitoring more efficient - complimenting not recreating other visits. Looking at what is coming up curriculum wise and identifying opportunities to visit.
- Ensure Governors have an overall understanding of everything, not just the area they are interested in.
- Support new Governors and retain them.
- Formulate a template to help with questioning skills; it must be clear what a Governor is asking about and keeping in mind that Governors' remit is strategic.

HT commented that monitoring visits can feel intimidating, so it is about getting the balance right and Governors should be clear about what they need to check; strategic vs operational – “can you tell me what you found out”, rather than, “why didn’t you do that”.

EB suggested that the next step is for more Governors to be involved now to devise a one year plan.

The Chair recommended that it go through as a one year plan for now, then it can be reviewed and evolve into further years, and then a 3 year plan. She suggested a couple of sessions be convened over the summer to add structure and how to move forward in September. **Chair to formulate dates for the summer and to send out the first draft for comments.**

HT to make a table of suggestions for monitoring, review every meeting.

7.2 Provisional data

Data Outcomes 2023-24 – initial headlines, is included within HT’s Report.

8 Safeguarding

A letter on Relationship and Sexual Education, was sent home.

The Chair commented that HT’s spreadsheet on children on reduced hours is very detailed. HT advised that she attended a Hampshire County Council (HCC) meeting and had the opportunity to explain the context around each child. HT was directed to remove one child from the spreadsheet as they were not attending school, but they are attending full time at another provision. HT also gave feedback to HCC that the local authority should be sending out information about alternative provisions as the school were not aware of what is available and Lakeside was discovered by chance.

Is it more likely to be boys who need alternative provisions?

At primary, it is likely to be children with social, emotional, and mental health needs (SEMH) as they need more activities. When children reach secondary age, it is more likely to affect girls due to anxiety related issues.

9 Governance

08.06.24 EB conducted a monitoring visit around pupil premium and in summary, found records were well prepared. **Report to follow.**

11.07.24 Review made by CW **Annex 3 Budget review – July**

- Overall, finances are good and not a lot has happened since the budget.
- HT is not paying for Listen to Me Music, and instead is doing it inhouse.
- The price of school meals is increasing again; meals are currently £3 and are due to go up to £3.10. Prices have consistently gone up by 10p every term/half term, but the quality of food remains inadequate.

HT reported that the issue of value for money is regularly discussed at the district HT meetings and HC3S may fold as they are in financial trouble. It will incur additional cost for those who do not have facilities on site as all cookers and equipment belongs to HC3S. Lots of schools have gone out to tender for their catering, but the worry is that private providers may outprice some families.

17.07.24 CC will complete a health and safety visit with the school business manager which will consist of a walk around school and a check of the Single Central Record.

11.10.24 Governance Conference at Norton Park Hotel, Basingstoke - speakers are good and it is a useful event for networking.

Over the summer, the Chair will send out the list of monitoring roles needed, and Governors should put their name forward if they are interested in a particular position. It is anticipated that some of the focus will shift in the next academic year and will be centred around the School Improvement Plan (SIP).

10 Any other agreed business

Nothing further was discussed.

11 Effective governance evidenced in this meeting

- Update on SIP
- Finance Report
- Governance - things for future
- Safeguarding update

12 Date and items for the next FGB meeting: 17 September 2024

The meeting conclude at 6.29pm

Action Tracker:

	Action	Lead	Timescale/Status
16.07.24/01	7.1 SIP update EB suggested that the next step is for more Governors to be involved now to devise a one year plan. The Chair recommended that it go through as a one year plan for now, then it can be reviewed and evolve into further years, and then a 3 year plan. She suggested a couple of sessions be convened over the summer to add structure and how to move forward in September. Chair to formulate dates for the summer and to send out the first draft for comments.	Chair	Summer
16.07.24/02	7.1 SIP update HT to make a table of suggestions for monitoring to review every meeting.	HT	Summer
16.07.24/03	Item 9 Governance: 08.06.24 EB conducted a monitoring visit around pupil premium and in summary, found records were well prepared. Report to follow.	EB	By FGB 17.09.24
16.07.24/04	Item 9 Governance: Over the summer, the Chair will send out the list of monitoring roles needed, and Governors should put their name forward if they are interested in a particular position.	Chair	By FGB 17.09.24
18.06.24/01	Item 10 Governance: 10.1 Monitoring visits - NEC to book Maths visit.	NEC	Asap
18.06.24/02	Item 10 Governance: 10.2 GovernorHub replacement – Hampshire Services for Schools. There have been some access issues and Governors queried where to file documents that are not accompanying a meeting. Several options were considered, and a trial will take place utilising the committee feature. Clerk to create 'Committees' to save papers such as Monitoring Visit Forms.	Clerk	16.07.24 Chair to make enquiries to cost of contract with Governor Hub. Clerk to add Committees to HSS to enable filing to be easily accessible. ONGOING
14.05.24/03	Item 13 Equality and Diversity Awareness HT commented that we must consider all of our stakeholders. EB to complete training and feedback to Governors.	EB	EB has training booked in November. ONGOING

Dates for 2024/25:

Date of FGB	Notable Tasks	Draft Agenda to Chair/HT/ Clerk	Agenda & Papers Circulated	AOB & Apologies to be sent to Clerk	Draft Minutes to Chair/HT	Agreed Minutes to Governors
17.09.24	Terms of Ref, Declaration of Interests	06.09.24	10.09.24	13.09.24	24.09.24	01.10.24
15.10.24	Skills Audit, Pay, HT Report	04.10.24	08.10.24	11.10.24	22.10.24	29.10.24
26.11.24	Budget Revision	15.11.24	19.11.24	22.11.24	03.12.24	10.12.24
14.01.25		20.12.24	07.01.25	10.01.25	21.01.25	28.01.25
25.02.25		07.02.25	11.02.25	14.02.25	04.03.25	11.03.25
25.03.25	SFVS Revision	14.03.25	18.03.25	21.03.25	01.04.25	08.04.25
06.05.25	Budget Setting	24.04.25	28.04.25	01.05.25	13.05.25	20.05.25
10.06.25	Agree FGBs 2025/2026	23.05.25	03.06.25	06.06.25	17.06.25	24.06.25
15.07.25	HT Report, Election of Chair & VC	04.07.25	08.07.25	11.07.25	22.07.25	29.07.25