



**HAMBLE PRIMARY SCHOOL**  
**Hamble Lane, Hamble, SO31 4ND**

**Meeting of the Full Governing Body**  
**Tuesday 18 June 2024, 5pm**  
**Held at Hamble Primary School**

**MINUTES**

<b>Present:</b>	Eileen Ball (EB) <b>Joined 5.18pm</b>	Co-opted Governor
	Christopher Clark (CC)	Co-opted Governor
	Natalie Emmett-Callaghan (NEC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Emily Mackay (EM)	Parent Governor
	Lynn Whitaker (Chair)	Chair
	Annie Yuratich (AY)	Co-opted Governor
<b>Apologies:</b>	Lee Benson (LB)	LA Governor
	Christian Walton (CW)	Vice Chair
<b>In attendance:</b>	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**

**1 Welcome and Apologies**

Apologies were noted and accepted.

**2 Declarations of pecuniary interest**

There were no declarations for this Agenda or any in addition to those already on the register.

**3 Any other business (since issue of agenda)**

Chair - Form Governor Complaints Committee

**4 Correspondence**

- Parent complaint – will be discussed later in the meeting.
- **Appendix 1 Letter of thanks from the Royal Southern Yacht Club** around participation in the D-Day commemorations.
- **Appendix 2 Letter from Hamble Parish Council** expressing their gratitude to the school and especially CW, for the work on the opposition to the quarry planning application.

**5 Approval of Minutes of the meetings held on 14 May 2024**

**Annex 1 FGB MINUTES 14 May 2024 FINAL**

The minutes were ratified as a true record of the meeting.

## 6 Matters arising from the minutes

Action points were discussed, and timescales/statuses were updated.

## 7 Headteacher's written report – questions only

### Annex 2 HT Report June 2024

- **Is the Year 5 child an additional pupil on reduced hours?**  
No, it is the same child who went back to full time and then returned to reduced hours.
- **Why is the staffing issue with the missing caretaker, taking so long?**  
There is a final meeting on 27<sup>th</sup> June. The vacancy advert is ready to go once the matter is settled.  
On the subject of recruitment, Alex Turner was appointed yesterday as Phase Leader. He is also an expert in English and will join Hamble in September.
- **Regarding the alternative provision, how do we know it has had the necessary impact and it is value for money?**  
Several provisions are being utilised such as the QEII activity centre and Lakeside and have all been successful. Lakeside is offering free outreach help by coming into school and working with families with children who are struggling to attend.
- **What has triggered the suspensions?**  
These involved a new child who became very unsettled prior to half term as holidays are a trigger for them, and the other concerned a child who is attending Lakeside.

### EB entered the meeting at 5.18pm

- **Has appropriate time been allocated for home visits?**  
Yes, there are only two families being visited to ensure safeguarding when children are not seen in school, and Lakeside are going in to assist with this.  
In addition to home visits, the Home Link Worker has arranged coffee mornings which will involve different agencies such as No Limits and Autism Hampshire. It is not anticipated that these will replace individual relationships, as this format is not for everyone.
- **What made the sports day a 'successful community event'?**  
It felt like a real social event; the weather was good, attendance was high, and it involved the whole school on the same day. Hamble Secondary School sports students did the running stations and the teacher relay. Olympian and parent, Iwan Thomas took part in the parent relay.

## 8 Draft 3 Year Plan

### Annex 3 SDP 2024-27

HT reported that she, Clare Wilding, Business Manager, the Chair and Vice Chair met and formulated this document, which sets out the priorities over the next the years, along with the rationale for each one; some headings are the same, but the elements have been updated. This has all fed in from the Ofsted inspection with transition as a big focus, and the Governance section will overarch everything.

The Chair wished to commission a small working group of two or three Governors, to pull together some actions before the next FGB on 16.07.24. She recommended using notes from the whole governing body training to work on a draft document.

## 9 Safeguarding

CC is meeting with HT on Thursday to discuss the June element.

HT mentioned that the draft KCSiE document is now available, so she can start preparing for September.

## 10 Governance:

### 10.1 Monitoring visits

- **Action: NEC to book Maths visit.**
- EB visited special educational needs & disabilities (SEND) on Thursday.

### 10.2 GovernorHub replacement – Hampshire Services for Schools (HSS).

There have been some access issues and Governors queried where to file documents that are not accompanying a meeting. Several options were discussed, and a trial will take place utilising the committee feature.

**Action: Clerk to create 'Committees' to save papers such as Monitoring Visit Forms.**

The Clerk requested that when these 'Committee' folders are set up, Governors should save their documents as PDFs before filing as there have been some issues with HSS around file size and space available.

### 10.3 Whole Governing Body Training Feedback and Actions.

Discussed above in item 8. The Chair recommended formulating a plan first, then she will arrange for the trainer to come back to assist early next term.

**Action: Clerk to circulate proposed FGB meeting dates for 2024/2025.**

## 11 Any other agreed business

The Chair reported that there has been a parent complaint around SEND issues over the last year.

Stage 1 of the complaints procedure is that HT responds to parents by addressing the complaint and their desired outcome. This has taken place and the parents have advised the school that they are not satisfied with the response.

Stage 2 is therefore triggered, and the Chair is required to respond within five days. The Chair will acknowledge the notification from the parents, advise them of the procedure and clarify what remedy is expected. A committee of at least three independent Governors (who have not already been involved in the complaint), needs to be convened. This Panel consider prior evidence, meet with the parents, and consider if any further investigation is needed. A response to parents after the meeting is then required.

CC, NEC, EM and AY volunteered for the Panel.

**Action: Panel members should liaise with the Clerk to fix a hearing date which should be within 20 days of the Chair's response. Clerk to then liaise with parents to fix a date and time to meet.**

**Action: Chair to forward all prior papers to the Panel.**

The Chair advised that she has now received the report of the independent investigations into the SEND issues. Whilst this report is not for general circulation, if Panel members feel that it would be beneficial to read once they have read the prior papers, they must formally request this from the Chair.

This is the final stage at school level; if parents are still not satisfied, they have to approach Hampshire County Council directly.

**12 Effective governance evidenced in this meeting:**

- HSS document access
- 3 Year Plan with Governor actions and formation of a working party
- Challenged HT Report

**13 Date and items for the next FGB meeting: 16<sup>th</sup> July 2024**

The Chair added that the first meeting of the new academic year is scheduled for Tuesday, 17<sup>th</sup> September 2024, and the Agenda will be full, so she requested as many Governors as possible should attend.

**Meeting concluded at 6.05pm**

## Action log:

	Action	Lead	Timescale/Status
18.06.24/01	<b>Item 10 Governance:</b> 10.1 Monitoring visits - <b>NEC to book Maths visit.</b>	NEC	Asap
18.06.24/02	<b>Item 10 Governance:</b> 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. <b>Clerk to create 'Committees' to save papers such as Monitoring Visit Forms.</b>	Clerk	Asap
18.06.24/03	<b>Item 10 Governance:</b> <b>Clerk to circulate proposed FGB meeting dates for 2024/2025.</b>	Clerk	Asap
18.06.24/04	<b>Item 11 Any other agreed business</b> The Chair reported that there has been a parent complaint around SEND issues over the last year. <b>Panel members should liaise with the Clerk to fix a hearing date which should be within 20 days of the Chair's response.</b>	CC, NEC, EM, AY & Clerk	Asap
18.06.24/05	<b>Item 11 Any other agreed business</b> <b>Clerk to then liaise with parents to fix a date and time to meet.</b>	Clerk	Asap
18.06.24/06	<b>Item 11 Any other agreed business</b> The Chair reported that there has been a parent complaint around SEND issues over the last year. <b>Chair to forward all prior papers to the Panel.</b>	Chair	Asap

14.05.24/01	<b>Item 9 Headteacher's written report</b> <b>Annex 2 HT report May 24</b> <b>Governors agreed to the proposed inset days.</b> <b>Action: HT to advise parents.</b>	HT	Asap COMPLETE
14.05.24/02	<b>Item 10 Safeguarding</b> CC has a safeguarding report ready to load into Hampshire Services for Schools (HSS). <b>Action: Clerk to find appropriate area to file.</b>	Clerk	Asap COMPLETE
14.05.24/03	<b>Item 13 Equality and Diversity Awareness</b> HT commented that we must consider all of our stakeholders. <b>Action: EB will complete training and feedback to Governors.</b>	EB	EB has training booked in November.
14.05.24/04	<b>Item 14 Governance</b> Monitoring visits – CC completed a visit around SATs. <b>Action: Clerk to file on HSS</b>	Clerk	Asap COMPLETE
14.05.24/05	<b>Item 15 Any other agreed business</b> HT advised that she has signed up to the Big Staff Meeting, which has a diversity and equality focus and all schools in Hampshire will attend online at the same time. Governors are welcome to attend if they are available on 05.06.24, from 3.45-5pm. <b>Action: HT to share link via email/WhatsApp if volunteers are not able to come into school.</b>	HT	Asap COMPLETE

**Proposed dates for 2023/24:**

<b>Date of FGB Meeting</b>	<b>Draft Agenda CoG/HT/ Clerk</b>	<b>Agenda and Papers Circulated</b>	<b>Comments &amp; Apologies to be sent to Clerk</b>	<b>Draft Minutes to Chair/HT</b>	<b>Agreed Minutes to Governors</b>
<b>16<sup>th</sup> July</b> SIP Update/ Provisional Data	5 <sup>th</sup> July	9 <sup>th</sup> July	12 <sup>th</sup> July	23 <sup>rd</sup> July	30 <sup>th</sup> July

**Proposed dates for 2024/25:**

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