

**Hamble Primary School**  
**FULL GOVERNING BODY MEETING**  
**Tuesday, 14 January 2025, 5.00pm – 7.00pm**  
**Minutes**



<b>Present:</b>		
Christopher Clark (CC)	Co-opted Governor	
Natalie Emmett-Callaghan (NEC)	Co-opted Governor	Joined 5.05pm
Claire Hewitt (HT)	Headteacher	
Andy Howells (AH)	Parent Governor	
Emily Mackay (EM)	Parent Governor	
Barbara Mitchell (BM)	Co-opted Governor	
Christian Walton (CW)	Vice Chair	Left 5.38pm
Lynn Whitaker (Chair)	Chair (Co-opted Governor)	
Annie Yuratich (AY)	Co-opted Governor	
<b>In attendance:</b>		
Susannah D'Souza	Local Authority Clerk	
Kirsty Taylor (KT)	Prospective Governor	
<b>Apologies:</b>		
Claire Hall	Staff Governor	

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

Purple denotes challenge

Red denotes action point

	Item	Action
01.	<b>Welcome &amp; Apologies</b> Apologies were noted and accepted.	
02.	<b>Declaration of Pecuniary Interests – Annual and this Agenda</b> There were no declarations for this Agenda or any in addition to those already on the register.	
03.	<b>AOB items for this Agenda</b> <ul style="list-style-type: none"> <li><b>Quarry Update</b> – Cemex have lodged an appeal of Hampshire County Council's (HCCs) decision to reject the quarrying application for Hamble Airfield. Hamble Parish Council and Hamble Peninsular Residents Group have joined up to form the 'Peninsular Defence Group' (PDG) and appointed a barrister at the end of the year to see if there was a case. The advice given is that Rule 6 says that PDG can be liable for costs if they were to lose the case.</li> </ul> <p>The inquiry to consider Cemex's appeal will take place on 1-2 April 2025 and will be heard by a planning inspector.  CW has sent a letter to HCC and requested to speak at the inquiry.</p> <p>The barrister's view is that this project is likely to happen, and it is just a case of whether it can be delayed it or not. However, there is a reasonable chance on several points, and it will be Cemex's responsibility to reasonably show that they will not be causing an issue. There is a case conference planned for the end of January, and we are just waiting to know the venue and timing.</p>	

	<p>Can Cemex just keep appealing? The planning inspector has adjudicated on similar cases, and there may be a judicial review on this case now there has been a second appeal.</p> <p>Is there any money left from the fundraising? There is £3.5k left and there are plans to raise more; one way is via a grant from HCC. The GoFundMe account is still active.</p> <p>How quickly will we get a decision on the appeal process? By the end of May.</p> <ul style="list-style-type: none"> <li>• <b>Catering</b> – there is an online briefing around catering on 28.01.25 at 7pm, and Governors were recommended to book a place. <b>HT to send link everyone.</b> This will outline the school's legal responsibilities, advise on planning next steps and the options available.</li> <li>• <b>Clerking Service Level Agreement</b> – The standard package costs are £2,300 pa to renew the contract if the Governing Body continues as they are. <b>Governors agreed to renew the contract, without objection.</b> <b>Clerk to inform Governor Services by 14.02.25.</b></li> </ul>	<p>HT</p> <p>Clerk</p>
04.	<p><b>Correspondence</b> Nothing of note was received.</p>	
05.	<p><b>Approval of Minutes of the last meeting of 26.11.24</b> <a href="#">Annex 1 Hamble FGB MINUTES 26.11.24 FINAL</a> The minutes were ratified as a true record of the meeting.</p>	
06.	<p><b>Actions – see Action Tracker</b> Action points were discussed, and timescales/statuses were updated accordingly.</p>	
07.	<p><b>Headteacher's Written Report</b> <a href="#">Annex 2 HT report Jan 25</a></p> <ul style="list-style-type: none"> <li>• Staffing is tight currently as we are down a Year 4 teacher, and this is having a knock-on effect; supply will impact the budget, so we will cover where we can.</li> </ul> <p><b>Will this affect the children's education?</b> Knowing we have a good higher level teaching assistant (HLTA) covering, it gives consistency as they are an adult already known to the children. The HLTA is not doing any planning, just delivering the lessons, with a Year lead in the next classroom for support if needed. This happens to be the same year group that had disruption two years ago, but the parents are reassured and pleased that there is one person covering.</p> <ul style="list-style-type: none"> <li>• Since writing report, we have been made aware of our 50 first choice places. The deadline for applications is tomorrow, and this does not include Southampton City Council numbers, so it is anticipated that we will be full. This year is the first time we have told parents about the mixed year groups, and all feedback has been positive.</li> </ul>	

	<ul style="list-style-type: none"> <li>We have now secured a good second caretaker who has already started and is doing well.</li> </ul> <p>On your report, there is only one child attending Lakeside; what happened to the other child?</p> <p>It was decided that Lakeside was not suitable for them. This child is now doing one hour a day in school, and their Educational Healthcare Plan (EHCP) has just come through, so we are working on their secondary placement. The times they are in school, are successful.</p> <p>What are the benefits of Forest School vs Lakeside?</p> <p>Lakeside does not take below Year 5 and Year 6 and there is no help with funding.</p> <p>Year 5 numbers have risen from 54 to 56, why is this?</p> <p>Two children has joined us from Netley Junior School.</p> <p>Why are there two extra Pupil Premium children?</p> <p>These children joined us from being home educated, but they have now left.</p> <p>Do we know how many children with ECHPs we are getting in the new Year R cohort?</p> <p>We do not know yet, but it is known that one parent is naming Hamble as their preferred specialist provision. Pre-schools are getting better at applying for EHCPs, and our special educational needs and disabilities coordinator (SENDCo) has met with the pre-school to anticipate any additional needs.</p> <p><b>CW left the meeting at 5.38pm</b></p> <p>Have any surveys gone out?</p> <p>Children have all done a survey and there will be a parent one shortly. HT has met with Josie Spooner, assistant headteacher, around wellbeing/mental health at work and they will formulate what questions to ask in the staff survey. They scrutinised the pupil survey by looking at things like: were there any trends in year groups, is getting to school on time stressful, are there ongoing issues around parental organisation, but nothing jumped out. Those children who indicated in the allocated box that they would like an adult to speak to, were followed up immediately.</p> <p>Do children know what to do and who they can speak to if they have a problem?</p> <p>Lots of children are happy to just speak to an adult without being prompted. There are also worry bears/boxes available in class and communal areas.</p> <p>Is the Octopus Room working well?</p> <p>Yes. One child is already back in class and has the option to dip in/out if needed. It is currently being utilised for another two children. The positive benefits of this provision are being seen around school, nobody is roaming the site or are out of lessons.</p>	
08.	<p><b>Headteacher's Update – Resourced Provision</b></p> <p>Hamble Secondary have had the go-ahead from Governors to proceed, and they have agreed on the Autistic Spectrum Condition (ASC) specialism. HCC will now schedule school visits to assess site suitability.</p>	

	<p>Ollie Precious, assistant headteacher has visited another local school with the specialism of social, emotional, and mental health needs (SEMH) and another ASC unit. Whilst there was not a great deal of difference in the set-up, the expectation was different in terms of how much time the children spent in mainstream provision.</p>	
09.	<p><b>Safeguarding</b> Most of this item is covered in the Headteacher's Report.</p> <p>CC reported that he came into school before Christmas, and the visit went well. He also attended the nativity play which was well attended and very enjoyable.</p> <p>HT informed Governors that she completed the Prevent course yesterday and will now disseminate that training to all staff during a series of twilight sessions. Using case studies around radical groups, staff will learn how Prevent picks up early signs of extremism. Such issues often affect children who are usually more isolated and need a sense of belonging. The course also highlighted how radicalisation has changed from religion based to now more politically based, particularly around anti-immigration. HT added that it would be good to do this with parents somehow as they could possibly pick-up early signs. She may incorporate this learning in with online safety guidance before the summer holidays.</p> <p><b>What is the policy on phones in school?</b> The older children who walk to/from school are permitted to bring their phones into school, but they must be handed in and be locked away until the end of the school day.</p>	
10.	<p><b>Policy Review and Approval</b></p> <p><a href="#">Annex 3 Managing Sickness Policy 24 - 27</a>  <a href="#">Annex 4 How to Guide - Managing Sickness absence</a>  10.1 Managing Sickness – This is a HCC model which now gives more flexibility around individual cases.</p> <p><a href="#">Annex 5 Governors Allowance Policy 2024-2027</a>  10.2 Governors Allowance</p> <p><b>Governors ratified both policies without objection.</b></p>	
11.	<p><b>Governance</b> 11.1 Monitoring Roles – nothing was discussed.</p> <p><a href="#">Annex 6 241120 Year 5 Pupil Progress Review Monitoring visit</a>  <a href="#">Annex 7 241111 Inset day Monitoring visit</a>  <a href="#">Annex 8 241001 Shared Learning Monitoring visit</a>  11.2 Monitoring Visits – <b>Governors to reply to HT's email which detailed a list of dates:</b></p> <ul style="list-style-type: none"> <li>Monday 20th January - afternoon and then could include staying for staff meeting which is maths moderation.</li> <li>Friday 24th January - morning</li> </ul>	All

	<ul style="list-style-type: none"> <li>• <i>Tuesday 28th January or Wednesday 29th January - this will be mainly with Josie looking at Teaching and Learning, and the impact of the Core Subject Leaders.</i></li> <li>• <i>Monday 3rd Feb or Wednesday 5th Feb - mornings with Ollie on SEN/PPG updates.</i></li> </ul> <p>11.3 Whole Governing Body training – has been agreed for 25.02.25 at 6pm in lieu of FGB.</p> <p>11.4 Skills Audit – this will take place after training on 25.02.25.</p> <p>11.5 Vacancies – the remaining vacancy is for a LA Governor which will be filled by Kirsty Taylor.</p>	
12.	<p><b>Any other agreed business</b></p> <p>All additional items were discussed at Agenda Item 03.</p>	
13.	<p><b>Effective Governance Evidenced in this Meeting</b></p> <ul style="list-style-type: none"> <li>• WGB training date agreed – Governor part of SIP</li> <li>• School numbers discussed</li> <li>• Questioning of HT Report</li> <li>• Policies ratified</li> <li>• Safeguarding update</li> <li>• Catering contract discussed</li> <li>• No vacancies on the Governing Body</li> <li>• Quarry update</li> </ul>	
14.	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Tuesday, 25.02.25 at 6pm for Whole Governing Body Training</b></li> <li>• <b>FGB Tuesday, 25.03.25 at 6pm.</b></li> </ul> <p>Parents' evenings are Monday 10th and Wednesday 13th February, and all Governors are welcome to attend.</p>	All
	<b>The meeting concluded at 6.08pm</b>	

## Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
14.01.25/01	03.	<b>AOB</b> Catering – there is an online briefing around catering on 28.01.25 at 7pm, and Governors were recommended to book a place. <b>HT to send link everyone.</b>	HT	Asap
14.01.25/02	03.	<b>AOB</b> <b>Clerking Service Level Agreement</b> – The standard package costs are £2,300 pa to renew the contract if the Governing Body continues as they are. Governors agreed to renew the contract, without objection. <b>Clerk to inform Governor Services by 14.02.25.</b>	Clerk	Asap <b>COMPLETE</b>
14.01.25/03	11.	<b>Governance</b> 11.2 Monitoring Visits – <b>Governors to reply to HT's email which detailed a list of dates</b>	All	Asap
14.01.25/04	14.	<b>Next Meetings:</b> Parents' evenings are Monday 10th and Wednesday 13th February, and all Governors are welcome to attend.	All	10.02.25 & 13.02.25
26.11.24/01	13.	<b>Governance</b> 13.3 Whole Governing Body training – this must be requested before 31.12.24. The Chair suggested something around curriculum. <b>Chair to contact Governor Services.</b>	Chair	Doing training in-house. <b>COMPLETE</b>
26.11.24/02	13.	<b>Governance</b> 13.4 Skills Audit	Chair	To be distributed before the end of term, to revisit in the new year. 14.01.25 – to take place after WGB training on 25.02.25 <b>ONGOING</b>
26.11.24/03		<b>Any other agreed business</b> <b>HT to send out nativity dates.</b>	HT	Asap <b>COMPLETE</b>
17.09.24/02	11.	<b>Review and Approve Terms of Reference and Procedures</b> 11.1 Terms of Reference <b>Clerk to update policy schedule.</b>	Clerk	Asap <b>COMPLETE</b>

17.09.24/08	12.	<b>Governance</b> 12.1 Monitoring Roles <b>Pay Committee</b> – There are three vacancies. EM volunteered. Chair to assign role to new Governors when they are recruited.	Clerk	15.10.24 as per Action 17.09.24/07. 14.01.25 add to next Agenda 25.03.25. <b>ONGOING</b>
17.09.24/14	12.	<b>Governance</b> Governor Vacancies There are currently two vacancies – 1 x Co-opted, 1 x Local Authority.	Clerk	Write to HCC to propose new LA Governor, and then inform Cllr Keith House of the appointment. 26.11.24 The Clerk clarified the criteria. 14.01.25 Clerk to contact LA and propose Kirsty Taylor. <b>ONGOING</b>
16.07.24/01	07.	<b>7.1 SIP update</b> 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	15.10.24 Chair to arrange a date for a focus meeting.  26.11.24 To be focussed on in the new year, based on the work done by EM and AY. 14.01.25 training to take place first to get a better understanding of the curriculum. 25.02.25 instead of FGB. <b>ONGOING</b>
16.07.24/02	07.	<b>7.1 SIP update</b> HT to make a table of suggestions for monitoring to review every meeting.	HT	17.09.24 The SIP has just been finalised, so HT will look at each point and what monitoring will look like. Standing item on Agenda – SIP monitoring. 26.11.24 Chair to send an email out in the new year. 14.01.25 Covered on this Agenda. <b>CLOSED</b>

## Notable 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	Whole Governing Body Training					
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