



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 15 October 2024, 5.00pm – 7.00pm
Minutes

Present:		
Christopher Clark (CC)	Co-opted Governor	
Natalie Emmett-Callaghan (NEC)	Co-opted Governor	
Claire Hall (CH)	Staff Governor	
Claire Hewitt (HT)	Headteacher	
Emily Mackay (EM)	Parent Governor	
Christian Walton (Chair)	Vice Chair	
Lynn Whitaker (LW)	Chair	
Annie Yuratich (AY)	Co-opted Governor	
In attendance:		
Susannah D'Souza	Local Authority Clerk	
Oliver Precious	Assistant Headteacher for Inclusion	Left at 5.45pm
Joe Woodward (JW)	Inclusion Team, Hampshire County Council	Left at 5.45pm
Apologies:		
Andy Howells	Parent 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.	Welcome & Apologies Apologies were noted and accepted.	
02.	Presentation from Joe Woodward from the Inclusion Team Process of adding a resourced provision to school Appendix 1 RP Presentation JW explained that Hampshire County Council (HCC) are responding to growing needs for support by developing resourced provisions (RPs), as special schools are at currently at capacity, and this proposal will keep children in mainstream schools. Hamble Primary School (HPS) will be allocated 8-12 places for children to use the provision as a base and ideally spend approximately 50% of their time in the wider school community. These places are not specifically for allocated children, so for example, if only 4 children are identified for places, HPS can use the remaining places for children who need the provision on a temporary basis to get them back in full time mainstream classes. If HPS's secondary school does not have a RP, can we still have a one? JW – the earliest the RP would be in place at HPS is September 2026 and those children would go up to Year 6. HCC is hopeful that if the local secondary school does not have a RP, they could find a pathway by that time. For information, HCC have already been working with The Hamble School.	

Would the 8-12 places increase over time?

JW – HCC would not want a disproportionate number to the whole school however, every RP is different so this number will be reviewed every year in September to ensure it fits the school's needs.

What is the timeline for HPS?

JW – HCC need commitment soon from the school to proceed, but HPS can pull out at any time up to the end of the four week consultation. This is followed by the public notice and four week consultation with the local community.

What have been the main concerns of local residents from other consultations?

JW – the main issues raised have been around increased traffic, parking, additional noise and the possible negative impact on other children. However, previous consultations have been mainly positive.

The RP requires two classrooms and an office space; is the expectation that the school already have this?

JW – with dropping numbers, schools are now finding themselves with surplus classrooms, and the expectation is that schools use existing space rather than plan for new buildings. Visits to other schools with provide ideas on layout and positioning of any equipment.

What is the level of local resources?

HT – the closest provisions are in Eastleigh.

JW – a special school is planned for Boorley Green, specifically for pupils between the ages of 8 and 16 who have special educational needs and disabilities (SEND); the school is scheduled to open in September 2027.

How far out of catchment will HPS have to take children?

JW – HCC want the provision to be kept local, but there may be instances of some children travelling.

Will the intervention always start at Year R?

JW – no. HPS could start a couple of children in Year 1 and Year 3 and phase in. HCC are not looking for primary schools to start in Year 6 as they would have not had time to work with those children.

HPS is currently full and have waiting lists; are these places in addition to published admission number (PAN)?

JW – Yes.

Is funding on top of pupil premium (PP) or Educational Healthcare Plans (EHCPs)?

JW – Yes.

Do you (HT) feel there may be challenges around recruitment?

HT – no. There is a current staff member that we have in mind for this role and HPS can easily backfill this position as there is not an issue recruiting.

RP is still scarce and as the waiting time for assessment for EHCPs is lengthy, will schools be pushed to take more than their allocation if there is lots of demand?

JW – HCC are conscious of this, but the overarching objective is to be successful, and we would not want to derail good work already happening. Any changes in the numbers have to be agreed by both HCC and the school.

RP is ideally for children from within the school to access this provision, but would the children with EHCPs not take priority?

HT – HPS are the named school on EHCPs, so we are already taking care of those children, so they are not the ones struggling. RP will focus mainly on children who are waiting for assessments or diagnoses.

What have been some of the biggest challenges seen from schools going through this process?

JW – the initial start-up of how it will work and getting the first children in. As it becomes embedded, the school sees the benefits of more funding and more staff.

Do you buddy up schools?

JW – HCC run network meetings to build relationships; schools are at various stages of the process.

How do the school decide the designation of the RP?

HT – the designation is decided between HCC and the school; it can either focus on social, emotional, and mental health needs (SEMH) or special educational needs (SEN). HPS would want to look at matching up with what works in secondary.

Does the resources provision change anything from the governance position?

JW – the expectation is that the SEND Governor will take some responsibility for the strategic planning, but the difference is mostly around budgeting.

Next steps:

- HPS have a consider everything in this presentation; there is no urgency due to the timeline.
- HT and OP are visiting another school tomorrow; this school is a feeder to a secondary which already has RP in place. Another visit to a different school is scheduled for after half-term.

JW and OP left the meeting at 5.45pm.

How do you (HT) feel about this proposal?

There are reservations around the initial disruption and whilst the funding appears to be an appealing incentive, we must consider if HPS should just continue with what we are already doing by supporting those children with EHCPs. Also, there is some apprehension around the site being suitable for this type of provision.

Would the funding be enough to cover the extra workload/staffing?

If HPS decided to focus on SEMH, this is a massive spectrum and would need more detailed consideration. The funding would not cover 1:1 which is fine as the expectation is that children would also have time in mainstream. HPS is already paying for extra learning support assistant (LSA) currently, so the extra funding would definitely help.

HT explained that she and OP have recently visited a school in Eastleigh which has an established provision, and their children spend 85-90% of their time integrated into the school community. However, this particular model has a high staffing level, so it is important to look at multiple models to see what would suit HPS.

	<p>Are teaching staff keen to have this type of provision? Staff acknowledge that this is the way education is going, so the feeling is for HPS to get ahead now; HPS will have to take these children anyway and they will not benefit from the funding and provision if we do not act.</p> <p>HPS has no problem backfilling if staff step into these roles, additionally, class sizes are due to decrease, so we will have excess staff.</p> <p>Next steps are for HT and OP to continue with visits to other school sites. Meanwhile, HCC are due to visit HPS to assess if the building/site is suitable.</p> <p>HT suggested that she gives Governors regular updates as a standing item on Agenda. Clerk to add to Agenda planner.</p>	Clerk
03.	<p>Declaration of Pecuniary Interests – Annual and this Agenda There were no declarations for this Agenda or any in addition to those already on the register.</p> <p>Clerk to contact those Governors who have not yet completed the annual declaration.</p>	Clerk
04.	<p>AOB items for this Agenda The Chair had an update on the gravel pit proposal in Hamble.</p>	
05.	<p>Correspondence HT received a thank you email from a Year 5 parent around how wonderful the support has been for them and their child; OP was mentioned along with the school's parent link worker.</p>	
06.	<p>Approval of Minutes of the last meeting of 17.09.24 Annex 1 Hamble FGB Minutes 17.09.24 FINAL The minutes were ratified as a true record of the meeting.</p>	
07.	<p>Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.</p>	
08.	<p>Headteacher's Written Report Annex 2 HT Report October 24</p> <p>How many children are there on the waiting list for Year R? These are families who chose HPS as their preference, so all of those children have places in other schools.</p>	
09.	<p>Safeguarding CC will conduct his next audit in November.</p> <p>HT has submitted the Safeguarding Audit.</p>	
10.	<p>Policy Approval and Review</p> <p>09.1 Pay Policy - Governors approved the policy in draft, with no objections.</p>	

11.	<p>Governance Annex 3 20241003 Budget - Hamble Governor Visit-Report Finance October 2024</p> <p>11.1 Monitoring Roles - Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer.</p> <p>11.2 Monitoring Visits</p> <ul style="list-style-type: none"> • The Chair and LW volunteered to attend the Pupil Progress meeting scheduled for w/c 18.11.24. The Chair requested that HT ensured staff are happy to accommodate having Governors present. • OP will present on SEN at the next FGB. • HT invited Governors to attend the next inset on 11.11.24. The day will cover resilience, task design and independence so it has strong links to the School Improvement Plan (SIP) and continuous professional development (CPD). This will also prove useful in future monitoring visits if Governors observe how this is linking in to lessons. • Several monitoring visits have taken place and reports will follow. <p>11.3 Whole Governing Body training – covered in actions.</p> <p>11.4 Skills Audit – LW to distribute this self-assessment to Governors.</p> <p>11.5 Vacancies – discussed during actions.</p>	<p>Clerk</p> <p>LW</p>
12.	<p>Any other agreed business</p> <p>The Chair advised that the appeal deadline for the proposed gravel pit in Hamble is the end of November; residents and the parish council have been told to prepare for an appeal. There are concerns how robustly HCC will defend their objection, so the local community may have to step in. The parish council are starting the process for a neighbourhood plan, so as a stakeholder, HPS will need to feed into this process.</p>	
13.	<p>Effective Governance Evidenced in this Meeting</p> <ul style="list-style-type: none"> • Had an insight into something HPS will potentially want to move forward with and make a real difference to our children. • Reassuring there was not much of concern in HT's report. • Discussed monitoring visits and upcoming opportunities. 	
14.	Next Meeting: Wednesday, 26.11.24	
	The meeting concluded at 6.36pm	

Action Tracker

15.10.24/01	Item 2. Presentation from Joe Woodward from the Inclusion Team Process of adding a resourced provision to school HT suggested that she gives Governors regular updates as a standing item on Agenda. Clerk to add to Agenda planner.	Clerk	Asap CLOSED
15.10.24/02	Item 3. Declaration of Pecuniary Interests – Annual and this Agenda There were no declarations for this Agenda or any in addition to those already on the register. Clerk to contact those Governors who have not yet completed the annual declaration.	Clerk	Asap
15.10.24/03	Item 11. Governance 10.1 Monitoring Roles - Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer.	Clerk	Asap
15.10.24/04	Item 11. Governance 10.4 Skills Audit – LW to distribute this self-assessment to Governors.	LW	By next FGB 26.11.24
17.09.24/01	Item 2. Declaration of Pecuniary Interests – Annual and this Agenda Annex 1 Register of Interest template There were no declarations for this Agenda. The Chair reminded Governors to send their annual returns to the Clerk.	All	Asap 15.10.24 Action Point CLOSED
17.09.24/02	Item 11. Review and Approve Terms of Reference and Procedures Annex 9 Hamble FGB ToRs Sept 2024 11.1 Terms of Reference This decision to review annually was due to the previous high turnover of Governors. Now this has stabilised, the Chair proposed not re-elect this document every year. Governors agreed that every two years is appropriate. Clerk to update policy schedule.	Clerk	Asap ONGOING

17.09.24/03	<p>Item 11. Review and Approve Terms of Reference and Procedures Annex 9 Hamble FGB ToRs Sept 2024 Referring to Retained Responsibilities of the GB (Page 4), should the specific link Governors mentioned be replaced with a more generic line, for example - <i>statutory to meet the needs of the SIP?</i> Chair to update.</p>	Chair	Asap COMPLETE
17.09.24/04	<p>Item 12. Review and Approve Terms of Reference and Procedures 11.2 Agree Governors' Code of Conduct Governors were reminded to email confirmation of their agreement, to the Clerk.</p>	Clerk	Asap 15.10.24 Clerk to email Governors to complete. ONGOING
17.09.24/05	<p>Item 12. Governance 12.1 Monitoring Roles Vulnerable Child – HT proposed a role to encompass several pertinent areas such as Pupil Premium (PP) and Looked After Children (LAC) and be renamed 'Vulnerable Child'. The Chair commented that NEC may be interested in this role. Chair to contact NEC regarding this role.</p>	Chair	By next FGB 15.10.24 COMPLETE
17.09.24/06	<p>Item 12. Governance 12.1 Monitoring Roles Finance Committee – AH and CW agreed to continue. Chair to contact NEC regarding continuing in this role.</p>	Chair	By next FGB 15.10.24 COMPLETE
17.09.24/07	<p>Item 12. Governance 12.1 Monitoring Roles Pay Committee – There are three vacancies. EM volunteered.</p>	Clerk	By next FGB 15.10.24 15.10.24 Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer. ONGOING
17.09.24/08	<p>Item 12. Governance 12.1 Monitoring Roles Pay Committee – There are three vacancies. EM volunteered. Chair to assign role to new Governors when they are recruited.</p>	Clerk	15.10.24 as per Action 17.09.24/07. ONGOING

17.09.24/09	Item 12. Governance 12.2 Monitoring Visits This will be standing item on the Agenda, and not one individual Governor has responsibility. Governors will give their feedback, any questions regarding the reports will be addressed, and HT will propose what monitoring is needed next. Clerk to add to each Agenda.	Clerk	COMPLETE
17.09.24/10	Item 12. Governance 12.2 Monitoring Visits HT will prepare list of things to monitor and feedback and Governors will offer their time. HT to prepare a schedule of tasks.	HT	COMPLETE
17.09.24/11	Item 12. Governance 12.2 Monitoring Visits The Chair arranged the first session for the morning of 04.10.24. The Chair, EM and AY will attend, and this visit will coincide with an EHCP review, so AY will sit in, thus providing evidence that the school is fulfilling its statutory responsibilities. Chair to email details of plan for monitoring visit 04.10.24.	Chair	COMPLETE
17.09.24/12	Item 12. Governance 12.2 Monitoring Visits Chair to distribute monitoring protocol.	Chair	By next FGB 15.10.24 COMPLETE
17.09.24/13	Item 12. Governance 12.3 Whole Governing Body training Chair to follow up.	Chair	By next FGB 15.10.24 ONGOING

17.09.24/14	Item 12. Governance Governor Vacancies There are currently two vacancies – 1 x Co-opted, 1 x Local Authority. The Chair confirmed that she and NEC qualify for the LA role, so one of them will step into that vacancy as their Co-opted role will be easier to recruit for. Once it is decided who will step into the LA role, the Chair will contact Councillor Keith House at Eastleigh to approve their appointment. Chair to place a Governor recruitment advertisement in the parish magazine and local Facebook groups.	Clerk	By next FGB 15.10.24 COMPLETE Write to Keith House to propose new LA Governor. See if there is an old letter. ONGOING
16.07.24/01	Item 7. 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	15.10.24 Chair to arrange a date for a focus meeting. ONGOING
16.07.24/02	Item 7. 7.1 SIP update HT to make a table of suggestions for monitoring to review every meeting.	HT	During Summer break. 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. ONGOING
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.	CH	By FGB 17.09.24 Staff Governor to send EB's report to Clerk. 17.09.24 CH to forward report to Clerk. ONGOING

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	CLOSED
18.06.24/01	Item 10. Governance: 10.1 Monitoring visits - NEC to book Maths visit.	NEC	Still outstanding as NEC's scheduled visit was cancelled. ONGOING
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. 17.09.24 Folders have been created and more will be created to accommodate demand as and when it arises. CLOSED
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	15.10.24 EM booked for March CLOSED

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		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