

**Hamble Primary School**  
**FULL GOVERNING BODY MEETING**  
**Tuesday, 17 September 2024, 5.00pm – 7.00pm**  
**Minutes**



<b>Present:</b>	Christopher Clark (CC)	Co-opted Governor
	Claire Hall (CH)	Staff Governor
	Claire Hewitt (HT)	Headteacher
	Andy Howells (AH)	Parent Governor
	Emily Mackay (EM)	Parent Governor
	Christian Walton (CW)	Vice Chair
	Lynn Whitaker (Chair)	Chair
	Annie Yuratich (AY)	Co-opted Governor
<b>In attendance:</b>	Susannah D'Souza	Local Authority Clerk
<b>Apologies:</b>	Natalie Emmett-Callaghan (NEC)	Co-opted 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. The Chair notified Governors of two resignations with immediate effect, Eileen Ball and Lee Benson.	
02.	<b>Declaration of Pecuniary Interests – Annual and this Agenda</b> <a href="#">Annex 1 Register of Interest template</a> There were no declarations for this Agenda. <b>The Chair reminded Governors to send their annual returns to the Clerk.</b>	All
03.	<b>AOB items for this Agenda</b> CW proposed a change to the scheduled Full Governing Body (FGB) meetings of 2024/2025.	
04.	<b>Correspondence</b> No correspondence has been received.	
05.	<b>Minutes of the last meeting – 16.07.24</b> <a href="#">Annex 2 FGB MINUTES 16 July 2024 FINAL</a> The minutes were ratified as a true record of the meeting.	
06.	<b>Actions – see Action Tracker</b> Action points were discussed, and timescales/statuses were updated accordingly.	
07.	<b>Election of Chair and Vice Chair of Governors</b> No applications were submitted for the election. The Chair was unanimously reappointed. The Vice Chair was unanimously reappointed.  07.1 Reappoint Clerk The Clerk was unanimously reappointed.	

08.	<p><b>Headteacher's Written Report</b>  <b>Annex 3 HT report Sept24</b>  <b>Annex 3 SIP 2024-25</b></p> <p><b>Current School Contextual Information</b>  Looking at the intake this year, what is the percentage of special educational needs &amp; disabilities (SEND)?  There are a couple of children with quite high needs, but the number joining is representative of the other year groups. There were no new children with Educational Healthcare Plans (EHCPs), and no additional children were referred via the special educational needs (SEN) team outside of Year R.</p> <p>Were there many children joining from outside of catchment?  There were at least ten children in Year R who did not get their first choice from outside and they are now on a waiting list. We are full in all other year groups bar Year 4 and Year 5.</p> <p><b>Staffing Update</b>  The new caretaker started today and is getting to know the site; there are no big plans for the coming term.</p> <p>The Octopus Room is a spare downstairs space (due to reverting to mixed classes), so it has been converted into a workroom for those children who find it difficult to be in class; they know that this is their safe space, and they are already engaging well. These children are also timetabled for some mainstream lessons in regular classrooms.</p> <p>How is the new Assistant Headteacher for Inclusion, Oliver Precious (OP), getting on?  He has taken on lots of responsibilities already for instance, the Octopus Room and he has made an effort to get to know children and parents and this has been well received. He has also brought lots of good suggestions.</p> <p><b>Progress related to School Improvement Plan (SIP)</b>  There is some outstanding specific data around last year's Standard Assessment Tests (SATs) and the domains that need focussing on.</p> <p>The next task is to establish what is done through current practise and then formulate how the most proficient way is to conduct Governor visits. This is discussed further during Item 12.</p> <p>Can the school's theme outcomes be incorporated into Governor visits?  There is one shared learning and one themed outcome during alternate terms. HT will incorporate these events into her Governor visit plan.</p> <p><b>Safeguarding, behaviour and safety</b>  Two Children in Need (CIN) meetings have taken place, and these have both been stepped down.</p> <p><b>Building Works/Site Improvements</b>  Were there any building issues over the summer?  There were some leaky toilets.</p>	
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	<p><b>Work with Other Schools / Agencies – Sharing Good Practice</b></p> <p>The Chair congratulated HT on the publication of her book. HT expanded that it is a spelling program based on a word study which has been in place at Hamble Primary for many years. She was approached by Oxford University Press to write it, and it has just been published for lower years, with the Year 6 version out at Easter. The promotional video was filmed at Hamble.</p> <p><b>What is happening with Hampshire County Council's (HCC) meal provider HC3S?</b></p> <p>HCC are discontinuing the HC3S service in 2026, so no immediate response is needed. However, other schools are already seeking their own alternatives, and we have plans in place to explore other avenues.</p> <p><b>How will we stand with catering equipment as the current items belong to HC3S?</b></p> <p>This is part of project for Clare Wilding, School Business Manager, and she will bring a report to FGB in due course.</p> <p><b>Could this be a joint venture with Netley Primary School and/or Bursledon Primary School to utilise an economy of scale?</b></p> <p>This is a possibility and there is a scheduled networking hearing of other providers who will present to several HCC schools. However, size of schools and separate budgets mean that anything other than shared research or ideas is unlikely.</p> <p>HT reminded Governors that the SIP is a working document, and she will advise when the missing data is in.</p>	
09.	<p><b>Safeguarding</b></p> <p>The Chair reminded Governors to confirm to Clerk that they have read and understood KCSiE 2024/2025.  <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p>HT commented that there have only been a few changes, and the school continues to focus on what is relevant for Hamble and it's families. These are usually domestic and poverty related issues; staff are very good at recognising associated behaviours.</p> <p><b>There has recently been a lot of concern around children's online safety and how to control mobile phones in school; does Hamble Primary have an issue?</b></p> <p>Children not allowed to have their phones in school. The only children bringing them into school are those in Year 5 and 6 who are walking to and from school. These phone are handed to their teacher in the morning and handed back at the end of the school day. There has been a lot of work around educating parents to help them understand that their children do not need phones in school; if they need to get their child a message during the day, they can call the school, and we will pass it on. We also provide advice around usage outside of school; it has been about raising awareness with parents around potential online issues.</p> <p>CC attended the school inset day, which was well attended, and safeguarding training was completed by staff.</p> <p>A meeting is scheduled for 23.09.24 to finalise and submit the Annual Safeguarding Return. There are set key actions, and feedback will be given at the next FGB 16.10.24.</p>	

10.	<p><b>Policy Approval and Review</b>  <a href="#">Annex 4 Child Protection Policy 2024-25</a>  <a href="#">Annex 6 Safeguarding Policy 2024-25</a>  <a href="#">Annex 7 SEND Policy</a>  <a href="#">Annex 8 SEND Information Report 2024</a></p> <p>10.1 Child Protection to be adopted (including Lower level Concerns Policy)</p> <p>10.2 Safeguarding Policy to be adopted</p> <ul style="list-style-type: none"> <li>• This does not list OP as the Designated Safeguarding Lead (DSL).</li> <li>• There is no First Aid Policy on the school website.</li> <li>• The Off-site Activity Policy is mentioned, but we do not have one.</li> </ul> <p>10.3 SEND Policy for approval</p> <ul style="list-style-type: none"> <li>• This needs a named Governor.</li> </ul> <p>10.4 SEN Information Report for publication on website</p> <p>Subject to the listed changes, Governors ratified all policies and the report.</p>	
11.	<p><b>Review and Approve Terms of Reference and Procedures</b>  <a href="#">Annex 9 Hamble FGB ToRs Sept 2024</a>  <a href="#">Annex 10 Code of Conduct 2024</a></p> <p>11.1 Terms of Reference</p> <p>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.</p> <p><b>Clerk to update policy schedule.</b></p> <p>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></p> <p><b>Chair to update.</b></p> <p>11.2 Agree Governors' Code of Conduct</p> <p><b>Governors were reminded to email confirmation of their agreement, to the Clerk.</b></p> <p>11.3 Adopt the Manual of Personnel Practice &amp; Procedure (MOPP) and any in-year revisions issued (Pay Committee and delegation of Pay Policy)</p> <p>Governors agreed.</p> <p>11.4 Agree delegated powers to HT (limit spend £5,000)</p> <p><b>Is £5k still sufficient?</b></p> <p>HT agreed that this was still an appropriate amount and there are no plans for any big spends such as building work.</p> <p>Governors agreed.</p>	<p>Clerk</p> <p>Chair</p> <p>All</p>
12.	<p><b>Governance</b></p> <p>12.1 Monitoring Roles</p> <p><b>Health &amp; Safety</b> (statutory) – CC agreed to continue.</p>	

<p><b>SEN</b> (statutory) – there is a vacancy. AY volunteered as SEN is her specialist area and she has a good knowledge of the SEN Code of Practice.</p> <p><b>Vulnerable Child</b> – HT proposed a role to encompass several pertinent areas such as Pupil Premium (PP) and Looked After Children (LAC) and be named ‘Vulnerable Child’. The Chair commented that NEC may be interested in this role. <b>Chair to contact NEC regarding this role.</b></p> <p><b>Finance Committee</b> – AH and CW agreed to continue. <b>Chair to contact NEC regarding continuing in this role.</b></p> <p><b>Headteacher Performance Management Committee</b> – CC and CW agreed to continue and there is a vacancy which AY volunteered for.</p> <p><b>Pay Committee</b> – There are three vacancies. EM volunteered. <b>Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer.</b> <b>Chair to assign role to new Governors when they are recruited.</b></p> <p><b>Learning and Development</b> – CH to continue.</p> <p>12.2 Monitoring Visits <b>How do Governors best monitor the SIP priorities?</b> The Chair suggested that HT looks at the various activities during the year and see what can be linked together, and HT will prepare list of things to monitor and feedback, and Governors will offer their time. HT suggested that this is done in pairs and a whole batch of tasks can be completed with two Governors’ perspective. This will also be more efficient way of conducting the visits when it comes to releasing staff members. The Chair suggested a buddying system with some of the statutory roles.</p> <p>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. <b>Clerk to add to each Agenda.</b></p> <p>Once Governors have visited school, their reports are presented to the next practical FGB, depending on timescales for paperwork deadlines which are listed on the schedule at the end of the minutes.</p> <p><b>Are Governors happy to accept this ‘unstructured’ approach?</b> Governors agreed.</p> <p>The Chair arranged the first session for the morning of 04.10.24. The Chair, EM and AY will attend, and this visit coincides with an EHCP review, so AY will observe, thus providing evidence that the school is fulfilling its statutory responsibilities.</p> <p><b>HT to prepare a schedule of tasks.</b> <b>Chair to email details of plan for monitoring visit 04.10.24.</b> <b>Chair to distribute monitoring protocol.</b></p>	<p>Chair</p> <p>Chair</p> <p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>HT Chair Chair</p>
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## Action Tracker

	Action	Lead	Timescale/Status
17.09.24/01	<b>Item 2. Declaration of Pecuniary Interests – Annual and this Agenda</b> <b>Annex 1 Register of Interest template</b> There were no declarations for this Agenda. <i>The Chair reminded Governors to send their annual returns to the Clerk.</i>	All	asap
17.09.24/02	<b>Item 11. Review and Approve Terms of Reference and Procedures</b> <b>Annex 9 Hamble FGB ToRs Sept 2024</b> 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. <i>Clerk to update policy schedule.</i>	Clerk	Asap ONGOING
17.09.24/03	<b>Item 11. Review and Approve Terms of Reference and Procedures</b> <b>Annex 9 Hamble FGB ToRs Sept 2024</b> <i>Referring to Retained Responsibilities of the GB (Page 4), should the specific link Governors mentioned be replaced with a more generic line, for example - statutory to meet the needs of the SIP?</i> <i>Chair to update.</i>	Chair	asap
17.09.24/04	<b>Item 12. Review and Approve Terms of Reference and Procedures</b> 11.2 Agree Governors' Code of Conduct <i>Governors were reminded to email confirmation of their agreement, to the Clerk.</i>	All	asap
17.09.24/05	<b>Item 12. Governance</b> 12.1 Monitoring Roles <b>Vulnerable Child</b> – 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. <i>Chair to contact NEC regarding this role.</i>	Chair	By next FGB 15.10.24

17.09.24/06	<b>Item 12. Governance</b> 12.1 Monitoring Roles <b>Finance Committee</b> – AH and CW agreed to continue. Chair to contact NEC regarding continuing in this role.	Chair	By next FGB 15.10.24
17.09.24/07	<b>Item 12. Governance</b> 12.1 Monitoring Roles <b>Pay Committee</b> – There are three vacancies. EM volunteered. Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer.	Clerk	By next FGB 15.10.24
17.09.24/08	<b>Item 12. 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.	Chair	ONGOING
17.09.24/09	<b>Item 12. Governance</b> 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	ONGOING
17.09.24/10	<b>Item 12. Governance</b> 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	By next FGB 15.10.24
17.09.24/11	<b>Item 12. Governance</b> 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	By 03.10.24



<b>17.09.24/12</b>	<b>Item 12. Governance</b> 12.2 Monitoring Visits Chair to distribute monitoring protocol.	Chair	By next FGB 15.10.24
<b>17.09.24/13</b>	<b>Item 12. Governance</b> 12.3 Whole Governing Body training Chair to follow up.	Chair	By next FGB 15.10.24
<b>17.09.24/14</b>	<b>Item 12. Governance</b> 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.	Chair	By next FGB 15.10.24
<b>16.07.24/01</b>	<b>Item 7. 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	<b>ONGOING</b> Chair to arrange a date for a focus meeting.
<b>16.07.24/02</b>	<b>Item 7. 7.1 SIP update</b> 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. <b>ONGOING</b>

<b>16.07.24/03</b>	<b>Item 9. Governance:</b> 08.06.24 EB conducted a monitoring visit around pupil premium and in summary, found records were well prepared. <b>Report to follow.</b>	CH	By FGB 17.09.24 Staff Governor to send EB's report to Clerk. 17.09.24 CH to forward report to Clerk. <b>ONGOING</b>
<b>16.07.24/04</b>	<b>Item 9. Governance:</b> 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 <b>ONGOING</b>
<b>18.06.24/01</b>	<b>Item 10. Governance:</b> 10.1 Monitoring visits - <b>NEC to book Maths visit.</b>	NEC	Still outstanding as NEC's scheduled visit was cancelled. <b>ONGOING</b>
<b>18.06.24/02</b>	<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	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. <b>CLOSED</b>
<b>14.05.24/03</b>	<b>Item 13. Equality and Diversity Awareness</b> HT commented that we must consider all of our stakeholders. <b>EB to complete training and feedback to Governors.</b>	EB	EB has training booked in November. Another Governor to do this training in EB's place. AY or EM to complete. <b>ONGOING</b>

**Notable 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>	Terms of Ref, 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