

Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 26 November 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	Left 5.32pm
Lynn Whitaker (LW)	Chair	
Annie Yuratich (AY)	Co-opted Governor	
In attendance:		
Susannah D'Souza	Local Authority Clerk	
Barbara Mitchell	Prospective Governor	
Oliver Precious	Assistant Headteacher for Inclusion	Left 5.32pm
Kirsty Taylor	Prospective Governor	
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.	<p>Presentation on Progress Against the School Improvement Plan (SIP) for Special Educational Needs (SEN)</p> <p>Appendix 1 Governor SEND Report 261124 (Green = in place, Black = ongoing, Red = impact)</p> <p>We have been building up a picture of the success that other schools have already had and looking at how it will fit it to the children we have. We believe the best action for Hamble Primary School (HPS), is to replicate to model of Lakeside School. We have two children that already use Lakeside, and they have benefitted from the consistent environment and communication work.</p> <p>What is the feeling of where HPS is? Conversations have been had with the headteacher of The Hamble School (THS), and she wants the same route as HPS. The next steps are to go forward as a joint venture, with a common name so we are linked with secondary. We would take the specialism of Autism Spectrum Disorder (ASD), and we would share resources such as a speech and language therapist (SALT).</p> <p>Are all teaching staff carrying the learning words? The majority are, but definitely those who are responsible for children who are struggling.</p>	

	<p>How are you monitoring these initiatives? During class visits and pupil progress meetings. We will make information more quantifiable and hold staff accountable. The next step is to position all resources, advice and good practise into a central area for all staff to access.</p> <p>Where is the biggest gaps for SEN and does this shift from Key Stage (KS)1 to KS2? Writing throughout the school, and we have found that those children who are successful in reading, cannot always translate to their skills into their writing.</p> <p>What will give them accelerated progress? Tracking through pupil progress meetings and analysing intervention data to see what is most successful. It also depends on what the SEN profile is of the child as this will need bespoke work.</p> <p>How are you collecting the data? Through moderation in year groups using national benchmarking and Arbor.</p> <p>Where are we with SEN provision? HPS is an inclusive school which is continually tweaking initiatives, quantifying interventions, logging evidence and supporting children in a safe environment. Our provision is in a good place, and we know things that have an impact. With oversight now, it will aid consistency as children travel through the school.</p> <p>OP started with HPS in September and is constantly planning and identifying what needs doing; whilst there are no big results yet, we now have the capacity to support SEN needs better. OP's work also leaves the special educational needs co-ordinator (SENCo) to do other work such as Educational Healthcare Plan (EHCP) applications, whilst he works on the bigger picture.</p> <p>OP & CW left the meeting at 5.32pm</p>	
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>	
04.	<p>AOB items for this Agenda</p> <ul style="list-style-type: none"> • Manual of Personnel Practise (MoPP) updates. • School Catering 	
05.	<p>Correspondence There was nothing to note.</p>	
06.	<p>Approval of Minutes of the last meeting of 15.10.24 Annex 1 Hamble FGB Minutes 15.10.24 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.

Budget Revision[Annex 2 Finance monitoring visit 17 Nov 2024 AH](#)[Annex 3 Benchmarking 2024](#)[Annex 4 BR FINAL 151124](#)[Annex 5 Budget Revision Notes 2425](#)[Annex 6 Capital Budget](#)[Annex 7 Benchmarking Narrative 2324](#)**Why has the budget position shifted quite significantly from May?**

The revised budget includes the restructure when the alternative provision (AP) is introduced. HPS has very little income which is not helped by things such as the school meals increasing in price, but not getting the extra funding to cover it.

How far behind are we with EHCP funding?

The census is a year behind, so some children have already left. We have five children with EHCPs in Year 6 and some of those are in class all the time, so we are not spending any of their money on them. We have an addition twelve EHCP applications to submit this year. We are currently seeking backdated funding for one child who has now left; they did not have an EHCP in place and HPS spent £5k to care for them. Things will change if we go down the AP route as we can fund staff, and other children can access and benefit from the provision.

Can we look at the feasibility of other sources of income?

HPS does not have a Parent Teacher Association (PTA) as it did not work efficiently due to membership and attendance being an issue. Whatever the proposals are for fundraising, they need to be people run, and we rely heavily on good will. The hall and field are rented when possible, and HPS has recently been approached about car parking for the annual fireworks display in Hamble. It came too late for this year however, we can keep this in mind for next year, although we will still be reliant on volunteers.

Several ideas were discussed including Go Fund Me which has to specify what the money raised will be spent on, so this could possibly be used for carpets. Amazon Wish List was also suggested; although this would be smaller stationery type items, this will make a saving and allow for funds to be diverted elsewhere.

Governors ratified the revised budget:

Value (£s)

Income	2,013,671 two million, thirteen thousand, six hundred and seventy one pounds
Expenditure	2,319,794 two million, three hundred and nineteen thousand, seven hundred and ninety four pounds
In Year (Surplus)	(306,123) three hundred and six thousand, one hundred and twenty three pounds
Surplus Brought Forward	(24,562) twenty four thousand, five hundred and sixty two pounds
Cumulative Surplus C/Fwd	(330,685) three hundred and thirty thousand, six hundred and eighty five pounds

	The Governing Body is aware of the in-year (future year) deficit as shown on this plan and will take action to address it.	
09.	<p>Headteacher's Written Report – questions only Annex 8 HT report Nov 24 Annex 9 Transition parent survey responses</p> <p>A learning support assistant (LSA) was appointed yesterday, so there will be no gap when the current LSA leaves in the new year.</p> <p><i>Is the early years support assistant a temporary role to get over the current high level of need?</i> Yes, until the end of this year. It will then be reviewed, and they will be redeployed depending on the outcome.</p> <p><i>Are the APs still proving value for money, e.g. are they continuing to benefit the children and their access to education?</i> Yes, and they are helping with attendance elsewhere.</p> <p><i>EHCPs being assessed on 3rd December, how long has it taken to get to this assessment stage?</i> Once they are submitted, it has been taking around twenty weeks until we get the get result. It does take time to prepare the amount of evidence required to ensure it goes through. HT has recently met with manager of pre-school to have a look at those applications.</p> <p><i>As we are now well into the autumn term, what is driving the attendance level; are there any persistent issues driving this?</i> A sickness bug had a big impact on attendance over 1½ weeks; some children came back to school from that and then had flu. We are currently at 96.4%.</p> <p>There have been a lot of holiday requests for the week before Christmas as we break up later this year. It recently took two days of admin time to send out the penalty notices.</p> <p><i>Do you think the mixed classes in English may cause an issue going forward, or do you think it can be resolved?</i> We wanted to trial a couple of alternatives as some classes have a high level of need. We are currently trying focus time with teacher, a brain break, followed by an independent activity (revisit of skills) to give the children the sense of pride of being successful. We will trial this for a while and review once embed.</p> <p><i>Safeguarding – what was the outcome for the pupil regarding the RIDDOR incident; are they one of the suspensions? Do we need to do any more to protect staff and other children from this?</i> We have adjusted their timetable, so they are not in school very much and when they are in, they are learning in the Octopus Room. There is an individual risk assessment and plan in place; this incident was caused by not following the plan.</p> <p><i>Question for EM following her monitoring visit, reference to point 2 – was there a good balance of resources available in all the classrooms?</i></p>	

	<p>EM replied “yes”, dependent on what each child needed.</p> <p>Are these resources specifically allocated to each child that needs them based on a needs assessment, or is there just a selection in the room that are available?</p> <p>HT replied that resources are specifically allocated depending on needs, for example, wobble cushions, standing desks, or different colour paper.</p> <p>Did other children witness this, are they all ok?</p> <p>It only involved a staff member who is now back in school.</p> <p>Why is there a waiting list of six children for Year 6?</p> <p>Some are due to general unhappiness with their current schools; the majority live within the cluster.</p> <p>We currently have two appeals as we had space for new admissions of siblings but no places in Year 6.</p> <p>Four of the new starters are from private schools.</p> <p>HT is showing two sets of parents around for Year 5 places; their reason for changing schools is that the current school does not respond to bullying issues etc.</p>	
10.	<p>Headteacher’s Update – Resourced Provision</p> <p>No further update than already discussed.</p>	
11.	<p>Safeguarding</p> <p>Some of this item has been covered within the HT Report.</p> <p>CC came into school for the Health & Safety Audit and met the new caretaker. During the walkaround, they encountered two issues which have already been resolved. The Fire Manual and Safety Management Plan have been signed off.</p> <p>CC will conduct another safeguarding meeting this month.</p>	
12.	<p>Policy Review and Approval</p> <p>Annex 10 Charging & Remissions Policy 2024-25.docx</p> <p>12.1 Charging & Remissions</p> <p>Governors ratified this policy without objections.</p>	
13.	<p>Governance</p> <p>Annex 11 Monitoring Visit Report EM 04.10.24</p> <p>Annex 12 Pupil Premium visit report EB 08-07-2024</p> <p>Annex 13 17 Nov 2024 Budget - Hamble Governor Visit-Report Finance FINAL</p> <p>Annex 14 H &S Monitoring Visit</p> <p>Annex 15 241111 Inset day Monitoring visit</p> <p>Annex 16 241001 Shared Learning Monitoring visit</p> <p>Annex 17 241120 Year 5 Pupil Progress Review Monitoring visit</p>	

	<p>13.1 Monitoring Roles – remain as we are.</p> <p>13.2 Monitoring Visits – lots of visits have taken place and reports have been received. CW reported that the continuous professional development (CPD) around mental health was a really good session that supports the SIP. CW reported that pupil progress was a good monitoring session with the triangulating evidence of the SIP.</p> <p>13.3 Whole Governing Body training – this must be requested before 31.12.24. The Chair suggested something around curriculum. Chair to contact Governor Services.</p> <p>13.4 Skills Audit Chair to distribute before the end of term, to revisit in the new year.</p> <p>13.5 Vacancies – 1 x Co-opted Governor & 1 x Local Authority Governor</p>	<p>Chair</p> <p>Chair</p>
14.	<p>Any other agreed business</p> <ul style="list-style-type: none"> MoPP Updates HT explained the updates from the HCC HR manual. Governors ratified the updates without objection. School Catering As of 2026, HCC's catering contractor H3CS, will no longer be functioning. Catering has now gone out to tender, and some schools already have alternative providers in place. On Monday, 27.01.25, there will be a catering presentation and food samples will be offered; HT, Claire Wilding and KT will attend and report back to the Governing Body who will need to make the decision. The school's Christmas Fayre is on Saturday, between 11am-2pm and everyone is welcome. HT to send out nativity dates. 	HT
15.	<p>Effective Governance Evidenced in this Meeting</p> <ul style="list-style-type: none"> Discussed SEND impact and actions Scrutinised and approved the revised budget Discussed possible methods of generating extra income Planned the whole Governing Body training Challenged HT's Report Challenged attendance 	
16.	Next Meeting: Tuesday, 14.01.25	
	The meeting concluded at 6.35pm	

Action Tracker

Action No.	Action	Lead	Timescale/status
26.11.24/01	Item 13. Governance 13.3 Whole Governing Body training – this must be requested before 31.12.24. The Chair suggested something around curriculum. <i>Chair to contact Governor Services.</i>	Chair	Asap
26.11.24/02	Item 13. Governance 13.4 Skills Audit	Chair	To be distributed before the end of term, to revisit in the new year.
26.11.24/03	Any other agreed business <i>HT to send out nativity dates.</i>	HT	Asap
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. <i>Clerk to contact those Governors who have not yet completed the annual declaration.</i>	Clerk	CLOSED
15.10.24/03	Item 11. Governance 10.1 Monitoring Roles - <i>Clerk to check if a Governor can be Finance and Pay Panel.</i> If permitted, AH will volunteer.	Clerk	Response from Governor Services was that Governors can sit on both. CLOSED
15.10.24/04	Item 11. Governance 10.4 Skills Audit – <i>LW to distribute this self-assessment to Governors.</i>	LW	26.11.24 – Item covered on this Agenda CLOSED
17.09.24/02	Item 11. Review and Approve Terms of Reference and Procedures 11.1 Terms of Reference <i>Clerk to update policy schedule.</i>	Clerk	Asap ONGOING
17.09.24/04	Item 12. Review and Approve Terms of Reference and Procedures 11.2 Agree Governors' Code of Conduct <i>Governors were reminded to email confirmation of their agreement, to the Clerk.</i>	Clerk	15.10.24 Clerk to email Governors to complete. CLOSED
17.09.24/07	Item 12. Governance 12.1 Monitoring Roles Pay Panel – There are three vacancies. EM volunteered. Lynne Emily and Annie.	Clerk	15.10.24 Clerk to check if a Governor can be Finance and Pay Committees. If permitted, AH will volunteer. 26.11.24 Confirmed by Governor Services that this is permitted. CLOSED
17.09.24/08	Item 12. Governance 12.1 Monitoring Roles Pay Committee – There are three vacancies. EM volunteered.	Chair	15.10.24 as per Action 17.09.24/07. ONGOING

	Chair to assign role to new Governors when they are recruited.		
17.09.24/13	Item 12. Governance 12.3 Whole Governing Body training Chair to follow up.	Chair	By next FGB 15.10.24 26.11.24 Item covered on this Agenda CLOSED
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.	Clerk	Write to Keith House to propose new LA Governor. 26.11.24 The Clerk clarified the criteria. 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. 26.11.24 To be focussed on in the new year, based on the work done by EM and AY. 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	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. 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. 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. 26.11.24 This is being done differently now. 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