

Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 10 June 2025, 5.00pm – 7.00pm
MINUTES



Present:		
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	
Barbara Mitchell (BM)	Co-opted Governor	Joined 17:19
Kirsty Taylor (KT)	LA Governor	
Christian Walton (CW)	Vice Chair	
Lynn Whitaker (Chair)	Chair (Co-opted Governor)	Joined 17:14
Annie Yuratich (AY)	Co-opted Governor	Joined 17:16
Apologies:		
Christopher Clark (CC)	Co-opted Governor	
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

	Item	Action
1.	Welcome & Apologies Meeting started at 17:12, delays due to traffic issues on Hamble Lane. Apologies were noted and accepted.	
2.	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.	
3.	AOB items for this Agenda No additional items were raised.	
4.	Correspondence No items of note we received.	
5.	Approval of Minutes of the previous meeting of 20.05.25 Annex 1 Hamble FGB Minutes 20.05.25 APPROVED.DOCX The minutes were held over for approval to the next FGB due to the issuance only occurring on the morning of the meeting.	Clerk
6.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly. Annex 2 SDP 2024-27 (2) Draft SDP 2024-07 Governors section	
7.	Safeguarding CC has submitted a detailed monitoring report (Annex 6).	

8.	Headteacher's Report (verbal) HT provided a short verbal update due to the short time between May and June meetings and half term. • HT has presented about our school curriculum to all of Hampshire schools. • Sports day was postponed due to rain. • HT has been undertaking moderation activities. • Year 4 have completed multiplication checks. • Phonics screening is underway. A Governor asked about the Standard Assessment Tests (SATs) results. These will be available on 08.07.25. A Governor asked about the waiting list. One child in Year 2 has started, and there are no others currently on the waiting list.	
9.	Headteacher's Update – Resourced Provision A visit has been completed by Hampshire County Council (HCC) and there is now a date for the consultation to go out to parents and the wider community. There will be a joint community information drop in session held with The Hamble School on 07.07.25 from 15:30 to 18:00. The letter from HCC will go out on the 23.06.25. HCC are providing the detailed plan. Governors are welcome to attend the meeting; this will be the official notice to the public about the Resourced Provision. The Hamble School has already sent out an initial letter to parents and Governors discussed using their letter as a template. It was highlighted that the addition of a Resource Provision will not mean that children already enrolled are automatically eligible to use this, and that this should be clarified in the letter to avoid confusion from parents.	
10.	Sponsorship Packages KT presented a detailed proposal for sponsorship and fundraising to support the school in anticipation of budget challenges in 2026/2027 financial year. The proposal covered: • Rules and regulations, • Campaign ideas, • Logo and slogan for raising awareness, • Ideas for fundraising, • Identification of businesses who could support, and • Launching a campaign Governors discussed what was presented and agreed that this proposal was a good idea to take forward. Governors agreed the need to develop a more detailed action plan; KH agreed to take the lead for driving this with EM, CW and AY volunteering to be part of the group to support.	

	Initial first ideas are: • Develop a plan before the next FGB, • Look at behind the scenes corporate contacts to leverage CSR budgets, • Optics for parents to not scare them, and • Branding for the initiative – HT suggested that this could be a summer holiday activity for children to get them involved and also to start a subtle awareness amongst parents.	
11.	Approve Proposed FGB Dates 2025/2026 Annex 3 Governor Meeting Dates 2025 2026 DRAFT The dates for 2025/2026 meetings were reviewed. It was agreed to move the proposed May 2026 meeting date to 19.05.26 to allow enough time for the budget setting and review process. Chair to recirculate revised dates. Chair to ask governor services for a rebate due to Clerk absence with no backfill.	Chair Chair
12.	Governance 1. Monitoring Roles 2. Monitoring Visits 3. Skills Audit The Governor action plan that addresses the above topics was discussed as a follow up action from the May FGB. NEC has produced a good overarching plan, although there needs to be more granular levels of detail to drive action. Governors discussed the plan and agreed the following: • Need to break it into mini actions. • Chair to develop a more granular plan for September. • All governors to read SEN Code of Practice and attend SEND training by October (due to training dates available). Clerk has researched some skills audit templates, Chair to circulate to FGB for review. An action to be added to the July FGB to identify skills audit template to use. No monitoring visits have been undertaken since the last meeting due to the short time span and half term. Chair informed FGB that Marta, one of our students was nominated for and won the first annual parish council community award for young people for her contribution at the gravel pit planning inquiry. Chair to write a letter of thanks.	Chair All Chair Chair
13.	Any other agreed business Nothing further was discussed.	

14.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction: - The strategy for developing fundraising was presented and discussed in detail - The current status of the Resource Provision project was discussed - The action plan for developing more effective governance was discussed and actions agreed • Holding HT to account for educational performance: - The HT's verbal report was thorough	
15.	Next Meeting: Tuesday, 15.07.25	
	The meeting concluded at 18:31	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
10.06.25/01	5.	Approval of Minutes of the previous meeting of 20.05.25 Annex 1 Hamble FGB Minutes 20.05.25 APPROVED.DOCX The minutes were held over for approval to the next FGB due to the issuance only occurring on the morning of the meeting.	Clerk	For FGB 15.07.25
10.06.25/02	11.	Approve Proposed FGB Dates 2025/2026 Chair to recirculate revised dates.	Chair	
10.06.25/03	11.	Approve Proposed FGB Dates 2025/2026 Chair to ask governor services for a rebate due to Clerk absence with no backfill.	Chair	
10.06.25/04	12.	Governance - Monitoring Roles Chair to develop a more granular plan for September.	Chair	September
10.06.25/05	12.	Governance - Monitoring Roles All governors to read SEN Code of Practice and attend SEND training by October (due to training dates available).	All	October
10.06.25/06	12.	Governance - Skills Audit Clerk has researched some skills audit templates, Chair to circulate to FGB for review. An action to be added to the July FGB to identify skills audit template to use.	Chair	
10.06.25/07	12.	Chair informed FGB that Marta, one of our students was nominated for and won the first annual parish council community award for young people for her contribution at the gravel pit planning inquiry. Chair to write a letter of thanks.	Chair	
20.05.25/01	8.	Budget Setting HT to prepare a list of suggested packages of sponsorship and email this to Governors with School Development Plan (SDP).	HT	Discussed under item 10. KT will lead a small team to develop ideas between now and September. ONGOING
20.05.25/03	13.	Governance Monitoring Visits HT to send out dates for the next half term.	HT	Not yet done due to half term and short time between May and June FGB. ONGOING

25.02.25/08	11.	EM, NEC and KT to form working party to revisit Governor actions on the School Improvement Plan (SIP) and add more targets. Group to arrange a meeting and report back to FGB on 25.05.25.	EM, NEC & KT	Discussed under item 12. Chair to action items as documented. ONGOING
25.02.25/10	13.	Chair and CW will look at statutory items and formulate a schedule of when they have to happen in conjunction with the school calendar. Special educational needs (SEN) statutory monitoring is priority.	Chair/CW	Meeting has taken place using guidance from The Key. Chair/CW to meet with HT to map out timeline. ONGOING
14.01.25/03	11.	Governance 11.2 Monitoring Visits – Governors to reply to HT’s email which detailed a list of dates	All	Asap ONGOING
26.11.24/02	13.	Governance 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 ONGOING
17.09.24/08	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.	Clerk	15.10.24 as per Action 17.09.24/07. 14.01.25 add to next Agenda 25.03.25. ONGOING

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