



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 20 January 2026, 5.00pm – 7.00pm
Minutes

| | | |
|------------------------|--------------------------------|----------------|
| Present: | | |
| 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 | |
| Kirsty Taylor (KT) | LA Governor | |
| Caroline Timbrell (CT) | Co-opted Governor | |
| Christian Walton (CW) | Vice Chair (Co-opted Governor) | |
| Lynn Whitaker (Chair) | Chair (Co-opted Governor) | Joined 5.35pm |
| Annie Yuratich (AY) | Co-opted Governor | |
| Attending: | | |
| Susannah D’Souza | Local Authority Clerk | |
| Ashleigh Smith (AS) | Member of Staff | Left at 5.38pm |
| Kerry Thoms (KT) | Member of Staff | Left at 5.38pm |
| Claire Wilding (SBM) | School Business Manager | Left at 5.38pm |

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

Purple denotes challenge

Red denotes action point

| | Item | Action |
|----|--|--------|
| 1. | <p>Welcome & Apologies</p> <p>The Vice Chair (CW) began the meeting as the Chair was delayed. There were no apologies.</p> | |
| 2. | <p>Restructure Report</p> <p>Annex 1 Restructure Proposal Report</p> <p>CW explained that this item is Governors’ opportunity to question the Restructure Proposal report and decide if the proposal is the right thing for Hamble Primary School (HPS). The report details the proposed restructure, which is the operational reduction in staffing, based on what is known currently.</p> <p>If implemented, what information will Governors receive to see if this strategy is working and is making the required savings?</p> <p>Budgets are planned for the next three years, and this proposal will save a considerable amount. However, the school does not know what the government funding will be. Governors will be kept informed by the usual financial monitoring and receipt of budget papers at FGB meeting.</p> <p>Will this proposal be sustainable for the next three years?</p> <p>Yes. The resourced provision (RP) pupil numbers will increase year on year up to twelve children by the end of the three years. The plan has been mapped forward so additional restructuring will not be necessary.</p> | |

Currently, is the correct Educational Healthcare Plan (EHCP) funding being received by the school?

Yes; the school is getting exceptional funding which is thoroughly checked.

Should this proposal go ahead, will the school continue to deliver quality education, or will there be some compromise?

Whatever measures are implemented, there will always be an impact on what the school delivers; the success lies with the option that has the least impact on learning. Education Financial Services (EFS) and Education Personnel Services (EPS) both commented that HPS have not done enough with this proposal however, if more cuts in staff were made, the education of HPS's pupils would be seriously compromised. HPS will lose a class anyway, and some staff will move to the RP. Looking at benchmarking against other schools, HPS has a substantial amount of support staff.

The proposal is for more C-Grade learning support assistants (LSAs); wont this have a huge implication on finance?

Yes, they do receive a higher salary however, reducing the overall number of LSAs counteracts this. It is true that higher level teaching assistants (HLTAs) are paid more than teaching assistants (TAs) however, HLTAs are able to cover teacher absence so there will be no need (or less need) for supply. This will reduce supply spend in the first 21 days (before covered by insurance). C-Grade LSAs can be used for emergency class cover, thus freeing up HLTAs to do longer class cover if needed.

HPS is in the top 20% for staff absence; are there any trends?

No, all the reasons for absence are different. Support staff can be covered internally, but the considerable teacher absence needs cover.

As the school cuts the number of staff which may lead to more strain, what risks exists if this trend continues?

None of the staff absence is school related, for example, stress. Of course, illness is something that cannot be predicted.

Do we need to consider additional insurance?

SBM has researched additional options however, the offset is not viable.

Have any further suggestions been made by staff since the report was compiled?

A number of staff have approached HT and suggested various ideas. Some offers are confidential, for example, a reduction in working hours, and the hope remains, to reach voluntary solutions. One learning support assistant (LSA) who has been on long term sick, has now resigned; she is included in the report, so this will change some of the information.

At the bottom of Page 4:

Every effort will be made to support all staff in finding alternative employment with redundancy dismissal being a last option for the school.

Surely, redundancy and dismissal are two very different things?

They are, but this is the correct terminology as advised by Hampshire County Council (HCC).

What alternative high cost items have been considered?

Some considerations are detailed on the report such as the IT package, but savings have been made already where possible. As the biggest expense is staff, EFS's advice is to make the cuts there.

What are the next steps if this proposal is agreed?

HT will advise EPS and the process will officially commence. HT and SBM will meet with the appropriate unions who will assess if this strategy is the only solution. The unions can make recommendations, but as it is a financial decision, the only reason for a change will be if there is something the school has not thought of. Once this stage is complete, the selection process will begin with guidance from EPS. This will be a skills audit in the format of a questionnaire. Staff can also submit an expression of interest for the new roles. Protected roles are headteacher, assistant headteacher and special educational needs and disabilities coordinator (SENDCo).

With regard to the skills audit, some people are not good at selling themselves; will they get support?

The roles are very specific to the school, and the questionnaire will be straight forward for staff to respond to, for example, what training have they done for the role. In addition to the skills audit, information from things like lesson observations and performance reviews, will also be considered. HT will reiterate to staff that they need to list what they can offer.

This is likely to be a long process; how will wellbeing be supported as many staff may not have gone through this process before?

It is a worrying time, and HT has advised staff to be careful around discussions with others as it can be upsetting. HT has an open door policy and around ten staff have already visited her to talk about their concerns around the actual process.

Can EPS or unions give support to staff?

HT has reminded staff they can use things like the Health Assured helpline or contact their union, so they are aware of who they can talk to. It is hoped that the restructure is resolved by Easter, so staff have plenty of time to find alternative employment if necessary.

Are you (HT) getting the support you need?

HT feels that she has had a positive response from staff and no one holds her responsible. HT also acknowledged that the process is in the very early stages, and it will be the selection process that will be the most challenging. HT knows that she can seek support from EPS and the headteachers' mental health advisors. Due to the confidential nature, she can also confide with SBM, and they are mindful of each other's wellbeing. HT commented that the Chair and CW are both supportive.

The proposal includes increased teaching responsibilities for the senior leadership team (SLT); how can the loss of time supporting you (HT) be managed?

The Chair joined the meeting at 5.25pm

SLT already have teaching commitments of 3½ days. The staff structure is in a better position now with lead staff who are keen to develop. Additionally, there is better management of children with needs, and with systems in place, Oliver Precious (OP), assistant headteacher, has more capacity.

The RP will be new challenge; how will this be managed?

The SENCo's teaching responsibilities will include two days in RP rather than teaching cover. This proposed model is adaptable, and HT is confident it is viable.

Additionally, HPS has established good links with the special educational needs (SEN) team at HCC, and the children's timetabling is now embedded.

Will training/development costs also be cut?

In an effort to save money, these have already been cut back. For example:

- HT or SENCo will go to training and disseminate to other staff.
- Making use of the virtual school who offer a lot of free training around needs and trauma etc.
- Working and exchanging with other schools.

HPS has no early career teachers (ECTs) and all teachers are experienced, so the only additional training will be for the specifics needed for the RP.

What other decisions are needed from Governors?

Once the proposal is approved, it becomes operational, so HT is responsible and she will keep Governors updated.

What help is needed from Governors in the process going forward?

EPS is leading and supporting, so as part of the regular monitoring, Governors should continue with support and challenge.

If this proposal is agreed, there is still going to be a deficit and some unknowns; how confident are you (HT) that this is enough and EFS are supportive of the deficit?

The budget can only be predicted with the formulas we have now. EPS are confident that in the 26/27 financial year, the school will have a minimal deficit, and that will be satisfactory. In addition, the school will have information by then on future years' funding, so the budget may be in a better position.

Is the school happy to defend the minimal budget?

Yes; nothing is extravagant and savings are already being made where possible. The biggest cost is staffing.

Has any more local sponsorship been secured?

This is all in hand but separate to the restructure so has no impact on the proposal. The budget is led by funding and any sponsorship is extra.

Based on what Governors have read in the Restructure Proposal report and heard in the responses to the subsequent questions, do Governors approve the proposal?

Governors ratified the proposal without objection.

CW reiterated to HT, that Governors are available for support when needed.

AS, KT & KW left the meeting at 5.38pm

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.

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| 4. | AOB items for this Agenda No other items were raised. | |
| 5. | Correspondence Nothing has been received. | |
| 6. | Approval of Minutes of the last meeting of 18.11.25 Annex 2 Hamble FGB Minutes 181125 APPROVED Annex 3 Hamble FGB Minutes 18.11.25 APPROVED Confidential Both sets of minutes were ratified as a true and accurate record of the meeting. | |
| 7. | Actions – see Action Tracker Annex 4 Guidance KCSiE Annex 5 Hampshire Services for Schools – Guidance for Governors v18 Annex 6 HCC Guidance on Pecuniary and other Conflicts of Interest Annex 7 Ofsted inspection role of Link Governors Annex 8 EM Monitoring Visit Octopus Room 141125 Annex 9 2026-01-11 Pupil Progress Meeting Monitoring Report AY Action points were discussed, and timescales/statuses were updated accordingly. | |
| 8. | Headteacher's Report Annex 10 HT Report January Mouse issue - This is still ongoing however, two access points have been identified and pest control will return to formulate a resolution. Has there been any damage or is there any issue with children being in contact with droppings or urine? No damage has been caused, and the school is borrowing a fogger to use to sanitise the areas affected. Minor flood - A sink got blocked and overflowed on to a carpet. Governor Questions: With the recent rainfall, has there been the same issue with water not draining from the playground? The problem is caused by the run-off becoming full in a heavy downpour; the water does eventually drain, but slowly. Looking at numbers on roll, there are two 2 new children in Year 5 and Year 6; are they local and how are they settling in? They are siblings from Bromley and are settling well. Is the Year 6 the additional SEN child? Yes however, there is no EHCP so no funding. With regard to absence, what happened in Giraffes? A combination of things: | |

- One child who has not been into school since Christmas, has to remain on roll until the family moves up North.
- Twin siblings are currently abroad with their parents.
- One child is on reduced hours.

Is the support from the Parent Link Worker (PLW) still well received and being utilised by parents?

Yes. She is in the process of streamlining her workload from duplicated work with individuals to sessions of group work. She is also supporting more with some specific parents.

Concerning the behaviour analysing, are there adaptations for certain children?

CC is continually monitoring as there have been a lot of Child Protection Online Monitoring System (CPOMS) entries for example, rudeness to staff.

Are there any lessons for the broader school population?

Caution must be taken against hasty reactions, as for some children, it may just be a case that they have things going on at home. It is more around awareness of those children with certain triggers such as changes leading up to Christmas or birthdays.

Research with another headteacher on curriculum development has taken place, what did you learn that you can bring back to HPS?

Research is still ongoing. Josie Spooner, Assistant Headteacher, visited another school with mixed ages, but it was a smaller school. Thinking of how best to meet the curriculum needs of HPS, HT will meet with the headteacher of Botley CofE Primary School as they have comparable numbers so are in the same position.

Are the residential trips inclusive for all?

Yes, the school are using pupil premium funding where appropriate.

Is there any impact yet from 'It Takes A Village'?

KT reported that it is still early days, but:

- A photographer from the local magazine is coming into school for the children doing hand printing, so that will hopefully generate some publicity.
- KT was invited to meet with Martin Bambury from the airfield committee, to discuss joint ideas.
- The Facebook page has been set up, and the Go Fund Me will be launched when Facebook is up and running.
- KT confirmed that the writing of letters to local businesses, is all in hand.

HT added that a parent has come forward about paying for some IT equipment, and she will update Governors once they have met.

Are there any grants available from the parish council?

KT has a meeting scheduled.

CW congratulated HT for the successful Christmas Market and requested that she pass on thanks from Governors to SBM for organising it again.

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| | <ul style="list-style-type: none"> • CC on 24.01.26 – It was agreed by all that CC would continue for another term. • AH on 24.05.26 | |
| 14. | <p>Any other agreed business Nothing further was discussed</p> | |
| 15. | <p>Effective Governance Evidenced in this Meeting</p> <ul style="list-style-type: none"> • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance <ul style="list-style-type: none"> ○ Staff restructuring in terms of strategy and forward planning, was discussed in detail. ○ Pupil Premium Report was reviewed. ○ School improvement Plan (SIP) was included as part of HT's Report | |
| 16. | <p>Next Meeting: Tuesday, 03.03.26</p> | |
| | <p>The meeting concluded at 6.45pm</p> | |

Action Tracker

| Action Ref. | Item | Action | Lead | Timescale/status |
|-------------|------|--|-------|---|
| 20.01.26/01 | 11. | Safeguarding HT is to schedule a lockdown rehearsal. She will advise children and parents prior to the day that it is for practise purposes only. | HT | |
| 20.01.26/02 | 11. | Safeguarding CC will schedule an exercise where he will randomly select pupils and question them on who their trusted adults are. | CC | |
| 20.01.26/03 | 13. | Governance Clerking Service 2026-2027 – Governors ratified Clerk to notify Schools Governance Team | Clerk | ASAP COMPLETE |
| 20.01.26/03 | 13. | Governance Monitoring Visits: KT looked at attendance; report to follow | KT | By next FGB 03.03.26 |
| 18.11.25/03 | 11. | 11.6 Skills Audit The Chair noted that some areas scored 2s and 3s. Governors to review the analysis and consider if additional training is required so areas of focus can be discussed at the next FGB 20.01.26. | All | Covered in Item 13.9 COMPLETE |
| 18.11.25/05 | 12. | Any other agreed business IDSR school info dashboard out (formerly known as the Data Dashboard). HT to upload front page with papers for the next FGB 20.01.26. | HT | HT and CW to will meet regarding data – defer to next FGB 03.03.26. ONGOING |
| 21.10.25/01 | 9. | Governance – 9.1 Role Profiles Clerk to formulate a beginners step by step guide to HSS. | Clerk | The Governance Team guidance is very comprehensive, so this was deemed to be sufficient. A new version of this guidance is due out early 2026. User Guidance for Hampshire Services for Schools COMPLETE |

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| 21.10.25/02 | 9. | Governance – 9.1 Role Profiles Clerk to prepare a document around guidance on declarations of pecuniary interests and understanding the Keeping Children Safe in Education (KCSiE) document. | Clerk | <ul style="list-style-type: none"> • Document done on KCSiE • Document done on Declarations of interests – from September, Governors will be able to complete both directly on to HSS. • Document found on The Key with useful Ofsted guidance. All saved on HSS – Click on Governors, My Board, and documents are displayed in top right hand corner. Documents are now saved in the Governor Hub structure of folder and file. All Governors to look at own roles and look for any training and complete over the next year. CT is now responsible for Sustainability. The Chair advised that she aims to have 1:1 with each Governors towards the end of term. COMPLETE |
| 21.10.25/06 | 9. | Governance – 9.3 Monitoring Visits EM will visit school on Friday to monitor the provision for children working in alternative areas, which ties in with School improvement Plan (SIP) monitoring. | EM | Annex 8 EM Monitoring Visit Octopus Room 141125 COMPLETE |
| 21.10.25/07 | 9. | Governance – 9.3 Monitoring Visits Pupil progress meetings - 11 th November at 1pm for Year 3 & 4. AY volunteered to attend the first meeting. | AY | Annex 9 2026-01-11 Pupil Progress Meeting Monitoring Report AY COMPLETE |
| 21.10.25/08 | 9. | Governance – 9.3 Monitoring Visits Pupil progress meetings - 17 th November at 9.30am for Year 5 & 6. CT will attend the second date. | CT | Report to follow ONGOING |

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| 21.10.25/09 | 9. | <p>Governance – 9.4 Whole Governing Body Training Governors suggested as an alternative, something around more effective monitoring in line with Ofsted expectations, for example, how to ask probing questions and being sensitive to strategic vs operational. CH to look into booking options for February 2026.</p> | CH | Preliminary booking made for 26.02.26 ONGOING |
| 16.09.25/12 | 12. | <p>Governance 12.7 Vacancies CW is working on structure for a buddy system for new Governors. Once finalised, it will be decided how to take it forward, and who will be responsible for the different elements. CW to bring draft structure to next meeting.</p> | CW | COMPLETE |
| 15.07.25/04 | 11. | <p>Governance CH to set up spreadsheet for tracking training.</p> | CH | CH advised this has been formulated as is continually being updating. CLOSED |
| 10.06.25/05 | 12. | <p>Governance - Monitoring Roles All governors to read SEN Code of Practice and attend SEND training by October (due to training dates available).</p> | All | All Governors have now completed or are booked on training 12.02.25. Clerk to close item when this training has been completed. ONGOING |

Notable Dates for 2025/2026:

| Date of FGB | Notable Tasks | Draft Agenda to Chair/HT (2 weeks prior) | Agenda & Papers Circulated (8 days prior) | AOB & Apologies to be sent to Clerk (48 hours prior) | Draft Minutes to Chair/HT (1 week post) | Agreed Minutes to Governors (2 weeks post) |
|--------------------|--|--|---|--|---|--|
| 16.09.25 | Election of Chair & VC, Terms of Ref, Declaration of Interests | 03.09.25 | 08.09.25 | 12.09.25 | 23.09.25 | 30.09.25 |
| 21.10.25 | Skills Audit, Pay, HT Report | 07.10.25 | 13.10.25 | 17.10.25 | *04.11.25 | 11.11.25 |
| 18.11.25 | Budget Revision | 18.11.25 | 17.11.25 | 28.11.25 | 09.12.25 | 16.12.25 |
| 20.01.26 | Clerk Service 2026-2027 | 06.01.26 | 12.01.26 | 16.01.26 | 27.01.26 | 03.02.26 |
| 03.03.26 | HT Report | *10.02.26 | 24.02.26 | 27.02.26 | 10.03.26 | 17.03.26 |
| 21.04.26 | SFVS Revision | *24.03.26 | 13.04.26 | 17.04.26 | 28.04.26 | *06.05.26 |
| 12.05.26 | Budget Setting | 27.04.26 | *01.05.26 | 08.05.26 | 19.05.26 | *02.06.26 |
| 16.06.26 | Agree FGB dates 2026/2027 | 02.06.26 | 08.06.26 | 12.06.26 | 23.06.26 | 30.06.26 |
| 14.07.26 | HT Report | 30.06.26 | 06.07.26 | 10.07.26 | *Asap | *Asap |

*Dates allow for school holidays