

Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 03 March 2026, 5.00pm – 7.00pm
Minutes



Present:	
Claire Hall (CH)	Staff Governor
Claire Hewitt (HT)	Headteacher
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)
Annie Yuratich (AY)	Co-opted Governor
Attending:	
Susannah D'Souza	Local Authority Clerk
Jenny Piper (JP)	Prospective Co-opted Governor
Apologies:	
Christopher Clark (CC)	Co-opted Governor
Andy Howells (AH)	Parent Governor
Emily Mackay (EM)	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
1.	Welcome & Apologies 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 other items were raised.	
4.	Correspondence Nothing has been received. CC confirmed that he had written on behalf of the school, to Hampshire County Council (HCC) re: minerals and waste plan.	
5.	Approval of Minutes of the last meeting of 20.01.26 Annex 1 Hamble FGB Minutes 20.01.26 APPROVED The minutes were ratified as a true and accurate record of the meeting.	
6.	Actions – see Action Tracker Annex 2 Emergency Response Plan Action points were discussed, and timescales/statuses were updated accordingly.	

7. Headteacher's Written Report – questions only

[Annex 3 HT Report March 26](#)

[Annex 4 LLPR report](#)

HT stated that Pupil Premium (PP) numbers have dropped since the last report, so this may be due to an error on the previous report. The numbers are now correct.

Year 4 now has 61 children (1 over published admission number (PAN)) as the school had to take a child with an Educational Healthcare Plan (EHCP).

There has been no progress with the restructure however, a meeting with unions is scheduled for 18.03.26.

[How is the school preparing for any changes with Hamble Village Pre-School due to close in the summer?](#)

This is due to less numbers and finances are not sustainable; it is unclear if numbers of children are falling in Hamble, or just fewer children in general. As it is a pre-school and not a nursery, they cannot meet the needs of what families want, for example, an early start etc. Those children due to leave the pre-school will transition as usual. The pre-school have indicated that they will donate lots of their outdoor equipment to us and they have asked for a space for storage of their documents for the appropriate retention period.

[How many is the intake for Year R next year?](#)

We currently have 48 first choices, and we can take 45, but numbers are not yet finalised. The school usually attracts a fair few children from outside of catchment.

[Is there an issue with different levels of development when children are taken from out of catchment?](#)

No, although some have always been with childminders so they struggle with things like socialising and sharing. Whereas, if they have been to pre-school/nursery, they are more ready for school. A new government initiative is to offer financial incentives for grandparents to care for young children, so in terms of development, it could prove to have a negative influence once children start school.

[A Governor noted that only three parents attended the Autism in School project; was there a reason for this?](#)

This was by invitation only and around 12-15 invites were sent out.

[Is this indicative of parent response?](#)

A lot of families ask for help, but when it is offered, they do not engage.

[How is the resourced provision \(RP\) progressing?](#)

HT is receiving consults daily. She and Oliver Precious (OP) have now visited 6 children resulting in 4 yeses which could trigger the start-up. There are, however, concerns that the buildings will not be ready by September as the work is four weeks behind.

[Does this need any intervention from Governors to escalate with HCC?](#)

There is nothing further that can be done.

HCC have advised that if opening is delayed until January, the school will not get funding for the first term. The intention is for a slow transition; two children already attend Hamble Primary School (HPS) and we will work with the other parents to transition.

HT reported that the Year R intake for next year may have some quite high needs.

Will these children come with EHCPs already in place?

Yes, but some children are not suitable for mainstream; some are at the level of 18 months. These children have their names down for Shepherds Down which is a special school. However, advice from this school, is that they are currently working at 0-12 months, so it may be some time before places are available for these children.

Are there any significant changes needed to accommodate these children?

Yes, we will probably need to appoint specialist staff. When children with high needs are referred to the school, the school can return a Cost of Provision document which details all the additional things that the school would need to be able to cater for that child, for example, a shower, toilet and changing table etc. HT acknowledged that other schools are already dealing with children who are in nappies or non-verbal.

Why is this happening?

The levels of need has exceeded capacity.

How far in advance will possible extra training take place?

We will have final names by Easter and confirmation of what funding will come with each child, so this will help with recruitment. We will have to give job contracts tied to each particular child.

With Josie Spooner seconded to another school and a learning support assistant (LSA) on long term sick, is the senior leadership team (SLT) workload over stretched?

HT confirmed that the SLT are managing.

Looking at the number of special educational needs (SEN) children in Year 6, retrospectively, would it have been advantageous to start working earlier on their transition to HPS?

Children classed as SEN are a mixture of those who need support and those with EHCPs. There is always a longer handover with the special educational needs and disabilities coordinator (SENDCo) and those children spend extra time at their new school. Additionally, our emotional literacy support assistant (ELSA) does an anxiety group which is started after the Standard Assessment Tests (SATs).

Two children are waiting for a full-time provision; what is the expectation of when places may be available?

They will be available in September.

Are we monitoring provisions?

Yes, HPS liaises with the provision and frequent reports are received from tutors.

Both of these children are under Children's Services, and the alternative provision leaders attend these meetings. Both children also have social workers who are seeing them regularly.

With regard to zones of regulation training, how will we measure how this improves behaviour?

We should see fewer incidents being raised and a reduction of entries on Child Protection Online Monitoring System (CPOMS). OP is doing monitoring around the school and he hears the language being used. Children can see the visual prompts around school which help identify their feelings so they can learn how to manage those feelings; we can give them working strategies to get to 'green zone'. This initiative coaches them to not always be reliant on help from adults and builds resilience in preparation for their future.

How have the gaps occurred in PE?

These gaps are not necessarily PE as such, but fundamental movement skills which tie in to managing their bodies for learning; some children do all of the PE modules, but still cannot balance for example, which is the gap. The Sports Premium grant is used to help achieve these objectives.

Now the attendance letter is more frequent, is it working or just creating more admin?

It is not creating more work as it is quite selective. Arbor could automatically generate a letter for every child under 90%, but some families may have legitimate reasons, so it is not helpful for those on different timetables etc. There is one family on notice to improve which has escalated to a fine as there has been no improvement and no reason given for the poor attendance.

What has prompted the talk on mobile phones and use of technology?

It is a national initiative. The school have noticed some WhatsApp groups creeping in, and lots of parents are recognising the importance of delaying the use of mobile phones. The plan is to target the younger years before peer pressure arises.

In regard to the electrical work, will they be disturbing asbestos?

The work will be done on inset day and asbestos is known to be in the area; this is not in the main school areas used.

A Governor offered congratulations to HT as three HPS children have got places at King Edward VI School.

Leading Learning Partner Review (LLPR) Report

The Chair noted that there are two actions for Governors.

One is the collective responsibility for monitoring, so Governors will build on the recent whole governing body training and determine how to move forward.

The report focuses on the capacity building of teachers linked to the School Improvement Plan (SIP) and be proactive themselves rather than reliant on SLT; OP is developing systems.

	<p>HCC's priority is SEN, so this is the school's opportunity to showcase what we want as Ofsted will look at this report during an inspection.</p> <p>The Chair asked HT to pass on congratulations from Governors to all staff involved.</p>	
8.	<p>Budget/Staffing</p> <p>The budget is looking better and going in the right direction. The business manager has already started the budget for April.</p> <p>Staffing was covered in the HT Report.</p>	
9.	<p>Safeguarding</p> <p>CC emailed questions to staff and came into school last Monday to complete the February checks; report to follow.</p>	CC
10.	<p>Schools Financial Value Standard (SFVS) Submission</p> <p>Annex 5 School Financial Values Standard SFVS</p> <p>This is not dissimilar from previous years; changes shown in red.</p> <p>Governors agreed the SFVS which was signed by the Chair.</p>	
11.	<p>Governance</p> <p>Annex 6 First Monitoring Visit CT</p> <p>Annex 7 Monitoring Visit Year 5/6 pupil progress review meeting CT</p> <p>Annex 8 Sustainability Staff Meeting CT</p> <p>11.1 Monitoring Roles – The Chair asked Governors to consider if they are picking up the training opportunities needed for the role profile as a Governor as well as the individual roles/responsibilities. The Chair acknowledged that some training is currently unavailable but advised that the HCC 2026/2027 program will be available on 09.03.26.</p> <p>11.2 Monitoring Visits:</p> <ul style="list-style-type: none"> • AY completed a SEND visit today; report to follow • Reports x 3 received from CT <p>Are we doing anything about parents who are not engaging?</p> <p>Among other things, we have Reading Heros, support with homework, and interventions done on a need basis. On the pastoral side, it is also recognised that even high achievers do not necessarily get the attention they need.</p> <p>11.3 Whole Governing Body Training – This was a very useful session, and the next step is to consider what approach is needed. A small working group was suggested around how/what to monitor in the SIP. This is not something that needs to be redone every year, but more of a method of how to apply the approach. It was established that this will take the form of a monitoring template with few key items, ready to roll out into next year and start work. KT and AY volunteered to devise the monitoring template in conjunction with HT.</p>	AY

	<p>11.4 Income Generation – ‘It Takes a Village’ is now available on Facebook and Crowdfunder with a £10k target.</p> <p>The approach is to drive monthly donations in the community, and KT will proceed with approaching local businesses. KT is also tapping into the Hamble Networking Group.</p> <p>JP suggested approaching local businesses such as shops and restaurants with the concept of rounding up bills at point of sale. JP is happy to provide more information to KT on how to achieve this.</p> <p>The Chair commented that she understand everyone’s circumstances are different, but she encourages all Governors to set up a monthly donation, no matter how small. https://www.crowdfunder.co.uk/p/hamble-primary-school</p> <p>11.5 School Improvement Plan (SIP) – covered in 11.3</p> <p>11.6 Skills Audit – n/a</p> <p>11.7 Vacancies – n/a</p> <p>Governors ratified all policies without objection.</p>	
<p>12.</p>	<p>Any other agreed business Nothing further was discussed.</p>	
<p>13.</p>	<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"> ○ Interrogated the HT Report ○ Approved SFVS ○ RP discussed ○ Budgeting reviewed ○ Plan for Governance monitoring formulated ○ Thinking longer term for Year R and the school 	
<p>14.</p>	<p>Next Meeting: 21.04.26</p>	
	<p>The meeting concluded at 6.25pm</p>	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
03.03.26/01	9.	Safeguarding CC emailed questions to staff and came into school last Monday to complete the February checks; report to follow.	CC	As soon as practical.
03.03.26/02	11.	Governance Monitoring Visits - AY completed a SEND visit today; report to follow	AY	As soon as practical.
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	This has been scheduled. Annex 2 Emergency Response Plan ONGOING
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	COMPLETE
20.01.26/03	13.	Governance Monitoring Visits: KT looked at attendance; report to follow	KT	KT is visiting school on Friday. ONGOING
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	CW confirmed that this is not easy to access however, with the help of HT, he now has a copy as this is a key document needed for his training session next week, Understanding Primary School Data. A question he will ask at this session is how Governors get access to it. HT added that she shares key pieces, but Governors should be able to access it. ONGOING
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	Both reports are available for this meeting. COMPLETE

21.10.25/09	9.	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.	CH	COMPLETE
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).	CC/AH	CC and AH are yet to complete the training, a new set of training dates will be available later this term. 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		06.01.26	12.01.26	16.01.26	27.01.26	03.02.26
03.03.26	SFVS Revision, HT Report	*10.02.26	24.02.26	27.02.26	10.03.26	17.03.26
21.04.26		*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