



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 17 July 2025, 5.00pm – 7.00pm
Minutes

Present:	
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 (Co-opted Governor)
Annie Yuratich (AY)	Co-opted Governor
Attending:	
Susannah D'Souza	Local Authority Clerk
Apologies:	
Christopher Clark (CC)	Co-opted Governor
Natalie Emmett-Callaghan (NEC)	Co-opted Governor
Kirsty Taylor (KT)	LA 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 CW attended special educational needs (SEN) training.	
4.	Correspondence No items of note were received.	
5.	Approval of Minutes of the last meetings of 20.05.25 & 10.06.25 Annex 1 Hamble FGB Minutes 20.05.25 APPROVED The minutes of 10.06.25 were not available. Clerk to email to Governors with one week deadline.	Clerk
6.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.	
7.	Safeguarding Annex 2 Safeguarding Audit July 2025 Annex 3 Health & Safety Audit July 2025	

	CC came into school at the beginning of July for a safeguarding and health & safety visit. Regarding the family on child protection, has the senior leadership team (SLT) got the support they need? Yes; social workers are very active with child protections cases. Are the staff who are victims of the physical incidents ok? Yes How was the knife brought to school by a child discovered? It was a multitool kept in the child's pocket which they just pulled out to show staff. HT advised the Chair immediately of this incident. Has the audit action for designated safeguarding lead (DSL) training been completed? The audit return advised ensuring all DSLs are accessing a wide range of training throughout the year not just the annual safeguarding training. How did the fire drill go? It was a full fire drill and was completed in under 2½ minutes. Is the legionella testing up to date? Yes, the caretaker is very well organised. Now staff are portable appliance testing (PAT) trained, how much is the school saving financially? Not much, but it is a saving.	
8.	Headteacher's Report (written) Annex 4 HT report July What does the enhanced program involve for those children under Priority 1? There are many things in place including: • More meetings with their teachers. • Early introductions to their new teachers in addition to the moving up days. Information has been sent home to parents about those new teachers, so they have the opportunity to talk to their children about them over the summer. • Educational Healthcare Plan (EHCP) transition meetings have taken place with parents and their child's targets discussed; this is to pre-empt any misunderstandings. • There is a pupil profile in the respective classrooms of each of these children, so if cover is needed, that person will be aware of any issues. • There is an enhanced tracker on the server. • There is a stronger academic handover so the child's first day will be at the right pitch with less anxieties. Is there any particular reason for the Year R waiting list for September? All of the children are out of catchment, possibly attracted by the school's superior reputation in comparison to other local schools.	

How many referrals are going to the legal intervention team?

There are quite a few penalty notices as there are still lots of holidays in term time. HT has met with some parents and issued notice to improve. Non-holiday absences are affected by two families mainly.

Are teachers ready for the mixed age planning and what changes have been made?

The curriculum plan mapping is a two year cycle for the majority of subjects; the RE lead met with Jigsaw to help with the planning of an accurate mix. The school is planning for this year and next, so the same learning is not repeated.

A Governor commented that there is still room for improvement on the multiplication check.

Some of the children joined during the year, and the school continues to provide better access for those who struggle. The school is looking to at least maintain the average of 23 out of 25 however, the next cohort are not expected to be as strong.

Do the percentages include the three children who are not attending?

Yes; 58 children sat, so three makes a lot of difference.

What is Team Teach?

This is a method using positive behaviour management strategies emphasising de-escalation. CH and Josie Spooner, Assistant Headteacher, have done the training with Ollie Precious, Assistant Headteacher, booked on for next year. It is recommended that not too many staff are trained so it does not become a regular intervention.

It has been found that this is mostly used for Year R children as they are less able to articulate their feelings and resolve issues naturally.

What is 'EARA' and what value does it add to the school?

CH runs the Equality and Rights Advocates (EARA) group which is pupil voice around diversity and equality. For example, one of the concerns the group had was around the books in the library, and their comments were fed back to the library service. The school recently hosted an event for nine schools from Hampshire which included talks about equality and the rights of the child. The next step is to relaunch this initiative with the rest of the school.

CH stated that comments she receives are that the children have a genuine understanding of the issues, are very articulate, and can give examples of learning. HT added that it is good to get this feedback to gauge how we are doing.

Minnie Moore, Teacher Adviser at the Rights and Diversity Education Centre at Hampshire County Council (HCC), holds a whole county staff meeting twice a year, and wants every school to sign up virtually as a staff meeting. HT has presented at one of these meetings around getting democracy into everything in the curriculum, and it was well received.

How are the circus ticket sales going?

Over 200 tickets have been sold and there will also be stalls beforehand.

9.	Headteacher's Update – Resourced Provision • HT and CW attended the consultation. Whilst it was not well attended and no questions were asked, the advice given was that it was a positive thing as people only attend if they have an issue. • It was a good opportunity to talk to the SEN team. • A lot of costings are through now, so there is a better idea of finances and when funding can be expected for the different elements. • Next stage is to publicly display the orange notice, then it goes to the executive, and then planning. • Finances will be included in the April budget. • Numbers will be known sooner as the children have EHCPs. • As the expectation is for the children to be in mainstream for an element of their time, all doors will have high locks and other safety features will also be identified. • HT to visit Newtown who are scheduled to open their provision in September.	
10.	Sports Premium Report Annex 5 Sports Premium Report 2025 Looking at the percentage of pupils who can swim and self-rescue, what more can the school do about the numbers? Year 4 go swimming and there is an intensive catch up for Year 6 (11 children out of 60). The figure for self-rescue is only 95% due to the three children who do not attend. The school has received the gold award for sports and PE for the past four years, and for the first year, the school has gained the platinum award. This accolade looks at all of the opportunities the school offers such as clubs, things attended routinely, and anything additional such as events hosted for other schools. The school does not have to resubmit for three years.	
11.	Governance 1. Monitoring Roles will be discussed in September after the skills audits have been received. 2. Monitoring Visits Annex 6 Finance monitoring visit It is still unclear how finances will be split across the two years, so nothing is yet in the budget; PE funding runs from September not April and cannot be used elsewhere. It is anticipated that the school will be marginally better off. There are concerns around the options for devolution as some of the local authorities (LAs) proposed in the merger, are worse off financially than HCC. As this merger is not finalised until 2028, does the school need to look at longer term planning? The proposed merger includes two authorities who are better off financially, and the school funding model will change for the better. It is also hoped that issues when children come across LA borders, will be avoided.	

	HT attended the meeting for HCC schools presented by Natalie Smith, Assistant Director - Education and Inclusion, Children's Services Directorate, HCC, who addressed a series of questions and concerns. Assurances were given around support for schools including a named person at HCC. The Chair commented that she has been led to believe that the merged authority will start will clear budgets and national government need to set structures on how this will run. 3. Skills Audit Annex 7 Governor Skills Audit Template Governors were asked to complete the audit and return to the Clerk by 15.08.25. Restructure Annex 8 Restructure Report to Governors 2025 May HT send out an email on 26.06.25 but only three responses were received from Governors, so this was action delayed. Governors approved the Restructure Report. SDP 2024-27 - Updated Governor Plan Annex 9 SDP 2024-27 - Updated Governor Plan The Chair met HT on Friday to update the 'so what' scenarios against Governor Actions and establish how actions are evidenced. Some specific actions have been assigned to individual Governors according to their responsibilities, and others are generic for all Governors. Some actions will need dealing with quite quickly whilst some will be ongoing. The Chair requested that Governors take time over the summer to read this document and to email her any comments or queries. CH to set up spreadsheet for tracking training. For September, the Chair and HT will look monitoring and how to make it more structured.	Clerk All CH Chair/ HT
12.	Any other agreed business 12.1 SEN training CW Annex 10 SEND Training summary This training was prompted by the School Improvement Plan (SIP) and focussed on the understanding of the Governor's role around SEN. CW knew a lot of what was covered however, it was a good refresher. There was good signposting to add to the Governor Plan. 12.2 Summarised code of practice for Governors from KT Annex 11 SEND COP Governor Summary The Chair recommended that all Governors read KT's excellent summary document by September.	All

13.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance Governors discussed: ○ Skills audit ○ Monitoring visit reports ○ Data ○ Sports premium ○ The curriculum going back to mixed age ○ And approved the restructure	
14.	Next Meeting: Tuesday, 16.09.25, 5pm	
	The Chair requested that from this meeting, the Clerk should send out action points straight after the meeting to those concerned. With no further items, the meeting concluded at 6.20pm	Clerk

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
15.07.25/01	5.	Approval of Minutes of the last meetings of 20.05.25 & 10.06.25 The minutes of 10.06.25 were not available. Clerk to email to Governors with one week deadline.	Clerk	Emailed to Governors 19.07.25 with deadline of 28.01.25. Clerk will then record the minutes as ratified. COMPLETE
15.07.25/02	11.	Governance - Skills Audit Governors were asked to complete the audit and return to the Clerk by 15.08.25.	Clerk	Returns by 15.08.25
15.07.25/03	11.	Governance - SDP 2024-27 - Updated Governor Plan The Chair requested that Governors take time over the summer to read this document and to email her any comments or queries.	All	By September
15.07.25/04	11.	Governance CH to set up spreadsheet for tracking training.	CH	ASAP
15.07.25/05	11.	Governance For September, the Chair and HT will look monitoring and how to make it more structured.	HT/Chair	For September
15.07.25/06	12.	Any other agreed business 12.2 Summarised code of practice for Governors from KT The Chair recommended that all Governors read KT's excellent summary document by September.	All	By September
15.07.25/07		The Chair requested that from this meeting, the Clerk should send out action points straight after the meeting to those concerned.	Clerk	ONGOING
10.06.25/01	5.	Approval of Minutes of the previous meeting of 20.05.25 The minutes of 20.05.25 were held over for approval to the next FGB due to the issuance only occurring on the morning of the meeting.	Clerk	Ratified at FGB.07.25 COMPLETE
10.06.25/02	11.	Approve Proposed FGB Dates 2025/2026 Chair to recirculate revised dates.	Chair	COMPLETE
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	ONGOING

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 ONGOING
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	COMPLETE
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	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	04.07.25	08.07.25	11.07.25	22.07.25	29.07.25

Notable Dates for 2025/26:

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	04.11.25	06.11.25	14.11.25	25.11.25	02.12.25
20.01.26		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 & bank holidays