



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 25 March 2025, 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	
Barbara Mitchell (BM)	Co-opted Governor	
Christian Walton (CW)	Vice Chair	
Lynn Whitaker (Chair)	Chair (Co-opted Governor)	
Annie Yuratch (AY)	Co-opted Governor	
Kirsty Taylor (KT)	LA Governor	Left at 6pm
Apologies:		
Susannah D'Souza	Local Authority Clerk	
Natalie Emmett-Callaghan (NEC)	Co-opted 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.	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.	
03.	AOB items for this Agenda • Catering • LLPR Report • Quarry	
04.	Correspondence Nothing of note was received.	
05.	Approval of Minutes of the last meeting of 14.01.25 Annex 1 Hamble FGB Minutes 14.01.25 FINAL The minutes were ratified as a true record of the meeting.	
06.	Actions – see Action Tracker Annex 2 Acronyms Action points were discussed, and timescales/statuses were updated accordingly.	

07.	SFVS Revision – submission by 31.03.25 Annex 3 Schools Financial Value Standard (SFVS) for approval Finance Team completed this. Questions mainly remain the same. 30 questions, small updates from last year. One question around catering and working with other schools. Pending one answer – Q30 – auditing of voluntary funds. In the last finance review, SBM advised that new school bank account open for PTFA (Parent Teacher Association) so query whether the answer to this should be that there are none. Queried with EFS about this and submitted pending any response from EFS. <i>What is the SFVS?</i> Government school financial value statement to check we are getting value for money for the school. Governors are responsible for completing this but have help from School Business Manager. Agreed and ratified by FGB.	
08.	Headteacher's Written Report – questions only Annex 4 HT Report March 25 Annex 5 LLPR report Dropped roll numbers – 2 from year 4, did they move to a different school? No, back to homeschooling and necessary paperwork submitted to Hampshire Admissions for Elective Home Education. <i>What happened to the year R child that was previously on reduced provision from January, are they now full time?</i> yes <i>We have gained an EAL child in year 4, are they settling in ok?</i> yes, settling in very well, good level of English. <i>There is also an additional child attending QE2, is this a new child, or due to a review of their needs?</i> Due to review of needs for an existing child <i>Can you elaborate a bit more on the restructure of the support staff and the likely timing of this. Will it drive a change in the number of support staff?</i> Early stage of planning for September to meet the needs of the children. The plan is to have one C grade LSA in each year group. Not yet sure if it will have a change in numbers, Clare W has provision in the budget and all the LSA staff will be able to apply for the new higher-grade roles. <i>Can you explain a bit more about the attendance monitoring, what is suddenly driving the intensive tracking need?</i> This has been picked up via pupil progress reviews as for some children, poor attendance is impacting their learning progress. In addition there are some new children who are not quite used to attending school regularly. Attendance is also a big focus for Hampshire as a whole and was discussed in the LLPR. <i>How does the predicted combined align with last year? Is this taking into account the 3 children that won't sit SATs?</i> Last year was 71%, currently predicting similar but we have 3 children who will not be sitting any tests but are still counted in our data. With the 3 children taken out we predict 74%, remember this is only a prediction, and cohort numbers are different to last year (61 this year compared to 50 last year) which affects percentage per child.	

	For the resource provision, have we received any information about consultation? I see that the Hamble School have recently sent out a good letter to parents and carers. We have received the approval to consult and are now waiting for details on the process from HCC as they will manage this. Are the two families as a result of the referrals reported in January, and / or the police reports? One from this and multiple referrals. Number of suspensions has gone up, is there a common theme behind these? Is the year 2 child the same child suspended for half a day in January? Is there anything else that the school can do to keep them in school? Yes. All support possible is in place including from external agencies. Not appropriate to go into details about specific children. You've mentioned giving information and clarity to staff about reporting violent and aggressive behaviour – is this a routine update, or is in school behaviour driving this? It is more to make sure that issues are reported so that it can be tracked. This was discussed at a district heads meeting. More schools are also using it to report aggression from parents, we are fortunate that we don't suffer this. Well done on the book fair sales, this shows that the children generally have a passion for reading! For the summer fayre, as there will be the circus, does the school need to start advertising this more now, e.g. getting something in the parish magazine or the scene? Clare Wilding is taking care of this and it is already being well advertised.	
09.	Headteacher's Update – Resourced Provision Approval to consult was granted at the March 7 Executive Lead Member for Children's Services Decision Day for the establishment of a Resourced Provision for 12 pupils aged 4-11 with Autism Spectrum Conditions (ASC) at Hamble Primary School, Eastleigh opening in phases from September 2026. Hampshire Lead will be back in touch regarding the consultation process and provide documentation for this.	
10.	Safeguarding Most of this item is covered in the Headteacher's Report. CC visited and carried out a pupil voice monitoring visit. Nothing flagged as a concern from the children. Questions used from The Key for pupil monitoring. Meeting next Monday with HT so will report back next time. H&S meeting with SBM next Monday.	

11.	Policy Review and Approval Annex 6 Anti-Bullying Policy 2025-2027 Annex 7 Dinner Money Policy 2025-2028.docx Annex 8 Emergency Response 2025 Annex 9 Governors Allowance Policy 2024-2027 Annex 10 Managing Sickness Policy 24 – 27 Annex 11 Performance Management Policy 2025-2028.docx Annex 12 Recruitment Policy 2025-28 Annex 13 Disciplinary Policy 2025-28 Majority of these policies are taken from HCC standard policies and adjusted slightly to ensure they fit for Hamble Primary. Especially the case for ones in which legal 1. Anti Bullying Do we reaffirm with the children on a regular basis what to do if they are bullied? It talks about what we do to promote our anti-bullying culture – is there a recent example of us doing that? This is firmly embedded in our school ethos and covered in assemblies and as part of the jigsaw pieces. Examples on CPOMS that are covered with Safeguarding Governor, as well as use of pupil interviews for monitoring. 2. Dinner Money – Policy will be amended when the change of catering company has gone through. 3. Emergency Plan – details of second caretaker to be added. 4. Governors Allowance – ratified at previous meeting - dates on policy need checking so they tie up. HT to check this. 5. Managing Sickness – ratified at previous meeting 6. Performance Management Objectives will be set by the governing body, in our instance the HTPM committee do this. Does this need to be delegated by the FGB somewhere and noted? It was agreed that this should be documented that this has been delegated. This will be included in the overall policy delegation review to be planned for the summer term. 7. Recruitment A governor asked about the hiring of transgender teachers and if the school was concerned about the potential impact on the minds of young children. A discussion took place and the outcome was that as long as the code of conduct was adhered to, this would not be an issue. The headteacher commented that this is becoming more common in secondary schools, and is not an issue. She also commented that often young children are more open and inclusive than adults. 8. Staff Discipline All policies were ratified by Governing Body. KT left the meeting at 6pm.	
12.	Governance Annex 14 Budget monitoring report March 2025 Annex 15 Finance visit report - 20 Jan 2025 Annex 16 Safeguarding Monitoring Visit 25th Jan 2025 Annex 17 SDP Monitoring Visit Report 6.2.25	

	1. Monitoring Visits SDP monitoring (EM) focussed on MH and Wellbeing. The health and wellbeing student survey referenced, is the data based on national or school specific analysis? Did you discuss with Josie how this aligns with the school and what, if any interventions are needed? This is national data and Josie is still analysing data. Finance monitoring (AH) – check in around SEND as standing agenda item in every finance meeting. Governors commend SBM for chasing overdue money from Southampton City Council. Safeguarding (CC) In the last monitoring report you mentioned that you would visit in February to talk to the school council. Do you have any feedback from this to share? Safeguarding governor gave some examples of questions asked and commented that the children were very honest and that there are no concerns flagged from the children. He commented that the Key was very helpful in providing guiding questions 2. Future visits. Summer 1. HT to send out dates. 3. Vacancies – Proposal for Local Authority Governor Kirsty Taylor has been approved by Cllr Keith House, Governors to ratify appointment. Ratified. School email address can now be set up.	
13.	Any other agreed business • Catering Update – HT and KT attended final presentation day for the tender and the school have opted to award the contract to Innovate. Mobilisation begins 01/04/25 with the start day to be around the end of May. The choice was made based on scores awarded for a number of categories and balanced with the cost to the school. • LLPR – extremely positive visit. School remains low priority and will only have one visit per year. The Governing Body thanked the HT and staff for their work on this. A Governor commented that this was good report that shows where we shine. A notable comment was “Pupils who have recently joined spoke highly of the school and how they have quickly become part of the class.” Can you say a bit more about the two actions recommended? Attendance - Further develop systems and provision to improve attendance for Pupil Premium pupils. SEND - To improve outcomes, continue to develop an advanced understanding of the impact of interventions in order to improve provision. LLP struggled to find any recommendations, and these are recommendations that we are already working on. Overall the visit was excellent and the LLP very happy with the school.	

	• Quarry Update - Appeal starts on Tuesday 1/4/25. Site visit should be afternoon of Friday 4/4/25. Speakers need to turn up if they want to speak however the Inspector will decide who is able to speak. There will be further 2 days in June for the appeal.	
14.	Effective Governance Evidenced in this Meeting ○ Clarity of vision, ethos and strategic direction ○ Holding HT to account for educational performance ○ Overseeing financial performance • Questioning of HT Report – behaviour (increase in suspensions and reporting of violent or aggressive incidents), attendance tracking, future planning related to support staff restructure. • Policies ratified • Catering contract discussed and questioned re finance and best fit for school • Financial benchmarking carried out • Review LLPR report – school going in the right strategic direction	
15.	Next Meeting: Tuesday, 20.05.25	
	The meeting concluded at 6.35pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
25.03.25/01		Statutory list – LW/CW to meet with HT. What can be delegated?	LW/CW	
25.02.25/01	03.	Slide 5 Before we start ... Language of education – acronyms Clerk to save list of commonly used acronyms on to HSS	Clerk	COMPLETE
25.02.25/02	04.	HT to ensure all Governors have access to The Key for resources.	Clerk	Asap – HT looked into this and cannot add Governors to The Key for School Governors. Clerk is admin for this so will need to add new Governors onto this. Existing 'old' Governors still have access.
25.02.25/03	05.	SEND Code of Practice 0-25 years https://www.gov.uk/government/publications/send-code-of-practice-0-to-25 HT recommend all Governors are familiar in particular, with Page 91-109. P106 specifically relates to the statutory reporting requirements.	All	COMPLETE
25.02.25/04	06.	HT recommended that Governors familiarise themselves with the National Curriculum Requirements: https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum	All	
25.02.25/05	07.	HT recommended that Governors familiarise themselves with items on the school website under the Curriculum heading: https://www.hamble-pri.hants.sch.uk/topic/curriculum	All	
25.02.25/06	09.	HT suggested that Governors not only read the guidance on effective governance but also apply it during monitoring visits. https://www.gov.uk/guidance/governance-in-maintained-schools/1-effective-governance	All	

25.02.25/07	10.	At the end of each FGB, Governors will challenge the following core functions under the item ' Effective Governance Evidenced in this Meeting ' • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance Clerk to add item in this format to future Agendas.	Clerk	COMPLETE
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	Asap – needs to happen. LW to email to ensure this is coordinated. ONGOING
25.02.25/09	12.	Reviewing the SIP will be added to the FGB Agenda once a term.	Clerk	COMPLETE
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.
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
17.09.24/14	12.	Governance Governor Vacancies There are currently two vacancies – 1 x Co-opted, 1 x Local Authority.	Clerk	Write to HCC to propose new LA Governor and then inform Cllr Keith House of the appointment. 26.11.24 The Clerk clarified the criteria. 14.01.25 Clerk to contact LA and propose Kirsty Taylor. 26.02.25 positive response received from Cllr Hours. COMPLETE

16.07.24/01	07.	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. 14.01.25 training to take place first to get a better understanding of the curriculum. 25.02.25 instead of FGB. COMPLETE
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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