



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 16 June 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	Joined at 5.22pm
Emily Mackay (EM)	Parent 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	
Apologies:		
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 Governors discussed the re-appointment of AH and they unanimously agreed for him to serve another term of four years. The vacancy for Parent Governor has been advertised with a closing date of 19.06.26. If there are no other applicants, then AH will continue as a Parent Governor.	
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 The Chair will comment on a parent complaint that has been received.	
4.	Correspondence No items of note were received.	
5.	Approval of Minutes of the last meeting of 19.05.26 Annex 1 Hamble FGB Minutes 19.05.26 APPROVED The minutes were ratified as a true and accurate record of the meeting.	
6.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.	

7.	Safeguarding Annex 2 Safeguarding Visit May 2026 CC talked Governors through his report and commented that the Child Protection Online Monitoring System (CPOMS) is being used well by all staff. How many incidents are reported on CPOMS? It is difficult to say as it is used by all staff who need the right information; some entries are monitoring comments or tracking low level incidents such as poor behaviour at break times. Do you (CC) also do a check of the single central record (SCR)? Yes, and the next audit will take place next week. The SCR is maintained and checked on a regular basis by the school business manager. What is the policy on the gates being open during school hours (as CC observed them being left open during the day)? There are 'no vehicle movement' times on the gates however, they are unlocked so drivers can get out. Children remain secure inside the site regardless. Caretakers ensure the gates are closed during drop-off/pick-up times.	
8.	Headteacher's Report Annex 3 HT report June 26 Mental Health and Wellbeing - first bullet point; what might this look like in the community? There are a few ideas that will run alongside the successful litter picks and library visits. It is about getting out into the local area; one idea is to do reading at the nearby old people's home. There is so much we can do around citizenship, for example, going to the local train station and talk about how to keep safe. There has been a rise in anti-social behaviour lately, so we are looking for ideas to respect the area more. AH joined the meeting at 5.22pm Following the restructure, do we have sufficient staff to support this? Yes, as we have fewer children. Does the school teach water safety? Yes, we have just done a big push including assemblies which also supports Year 5 who go sailing. Following the couple of violent incidents, are the staff ok? They were shaken, and one particular member of staff has been moved to another area. Both incidents were the same child, so he is now on a reduced hours provision until the summer with the full support of his parents. Should the school review any risk assessments to mitigate another similar incident in the future? The Behaviour Response Plan has been updated, and the response for the child, was the change of timetable. Is a reduced timetable sustainable? This child is due for an Education, Health & Care Plan (EHCP) review in July, and we could bid for more funding for Year 5 so we can meet his needs full time.	

Can this child be successful?

He is able to be in school with the supplement of a tutor. He is currently Year 4 and he is capable of staying with us and then progressing to secondary.

Do you know what the trigger point for this child was?

This has not been determined, but he is good at talking about things afterwards; his conversations have been inciteful around actions he should have taken and what went wrong.

Does he have siblings?

Yes, however, there have been no issues with them in school.

How is the Autism in School project going?

This is run by Hampshire County Council (HCC) and a brain charity. The worker came in with invited parents, without staff, so they could talk openly. Feedback was given to HT who joined in with discussions in the last session. It has been positive overall and parents have said that they believe that the school is doing everything it can for their children.

Thinking about new HCC guidance on images of pupils, are you (HT) confident that the appropriate consent forms are in place?

Any children who have left the school setting have been removed from the school website, and we just do far away photos now, not close-ups. New forms will be updated.

With regard to curriculum development and mixed age groups, does there need to be communication to parents?

Yes, once the classes are allocated.

How will teachers ensure there is enough differentiation for Year 3 and Year 4?

The school already teaches to the child's needs. We will be splitting the groups for maths, and we are meeting national curriculum statements for other subjects.

How does the school ensure there is no repetition for some children?

The curriculum is on a two year cycle, so this will not happen.

With the phonics check, are there any children that cannot take part for other reasons?

There was no one who was disapplied from the test.

A Governor commented that the results are amazing.

HT responded that the school is reaping the rewards of a system that works.

Do any children coming into Year R have mobility issues?

No, the main issues around toileting and speech.

There were three disapplied children for the multiplication check, do we need an alternative?

These children are tracked against their EHCPs, so it would have been unfair to include them.

	Is there a financial cost to updating texts in the curriculum? No, as we use the school library service who also offer suggestions for the curriculum map. With the sports premium ending, are there any additional sports being cut or amendments being made due to the reduced funding? There is currently a special educational needs & disabilities (SEND) session that uses the premium funding, but we look into using EHCP money instead. In anticipation of losing the funding, we are putting more in place now, for example, Year 4 are doing a whole term of swimming not six weeks as before, so there will be less children needing catchup in Year 6 where funding is currently used. It is also a case of waiting to see what the new funding could be used on. How many SEND children will it impact? Around twenty, so we need to be more creative about what is offered in-house. Looking at the free school meals (FSM) enhanced tier, how much will the school lose? The school will not be out of pocket as everyone who is currently pupil premium (PP) will remain and the additional category will eliminate families who just miss out. Will there be any communication to parents? Yes, the school business manager is already doing this. We are also advising that families who are already eligible for PP, need to reapply as it is not automatically renewed. Should there be a Governor for FSM? This essentially comes under the role of the Governor who is responsible for PP. The resourced provision has three children scheduled to join, will we get the fourth child before September? Yes, but there are a couple more meetings scheduled first. Did the shared learning sessions with parents go well? Yes, and there is another one next week for Year 4. They have been positively received and HT has been emailed by Year 5 and Year 6 parents saying they were useful. HT to send out dates to Governors of end of year play, summer fayre (volunteers needed to run stalls) and Rock Steady.	HT
9.	Budget/Staffing The budget was approved at the last FGB 19.05.26. The next monitoring will be in July, with November budgeting. Will any additional staffing impact the budget? The early years learning support assistant (LSA) will be taking on a child with extra needs in Year R, and this was not originally budgeted for. The school is anticipating additional EHCP funding which will offset some of the cost. We have a person on their School-Centred Initial Teacher Training (SCITT) coming into Year R, so this will be free.	

	Additionally, we have an ex-parent and childminder who as part of a qualification course, needs to volunteer in a school, so she is coming in for one day a week.	
10.	New Network of PE and School Sport Partnerships Annex 4 New network of PE and School Sport Partnerships Discussed during Item 8.	
11.	Monitoring Protocol Annex 5 Governor Monitoring – How It Works Annex 6 Hamble Primary School Monitoring Plan KT has prepared a draft Monitoring Plan (with a supporting document) which includes all statutory items and the School Improvement Plan (SIP). This discussion is an opportunity for Governors to get a feel for the concept and if this works for everyone in this format. The SIP Review is next term and the plan can be updated when we know what the SIP looks like. The plan will be a live document and too large to print, so it can be reviewed on the large screen at FGB meetings. Governor comments: • This plan will be robust monitoring evidence for Ofsted and it will link to FGB minutes. • As there are no subject Governors any longer, there was no triangulation if anything was missed. • It would be helpful to have colour coding to highlight statutory areas. • The Governing Body can evidence that the SIP is being delivered. • Can an additional bullet point be added under 'Booking Monitoring Visits', to state that when Governors make contact, they also provide context of their visit so staff can have the appropriate information available. HT commented that the three questions 'Monitoring helps governors answer'... is really helpful to include within the supporting document. Going forward, visits will be allocated at FGB meetings, with general curriculum items being covered by volunteers in turn. This will also be good for Ofsted questioning as all Governors will know a bit about everything. In September, specific roles and responsibilities will be reconfirmed, but it will be expected that Health & Safety, SEND, and Headteacher Performance Review (HTPR) will remain with those currently undertaking those areas – CC, AY and CW respectively. When can Governors anticipate the SIP being ready? HT can provide a draft in principle of areas of focus, by the next FGB, and she can add more detail over the summer. Clerk to add to FGB 14.07.26 Agenda.	Clerk

	Is there anything Governors can do to help? HT replied “no”, but she asked for permission to work from home for a day to focus on preparing the draft. The Chair asked if this format works for everyone. Governors agreed that it is representative of the planning meetings held. Will this document be shared with staff? Yes. Visits this term: • KT is due in for a follow-up visit on absence • AY is due to come in to see Oliver Precious, Assistant Headteacher. • AY to pick up transition as there are a lot of EHCPs for the incoming Year R. • Statutory monitoring for this term will continue as planned. Chair to feedback this conversation to KT.	Chair
12.	Governance Annex 7 Governor Meeting Dates 2026 2027 DRAFT 12.1 Approve Meeting Dates 2026/2027 - 11.05.26 to move forward to 18.05.26. - 20.10.26 to week before 13.10.27 – therefore, November is Budget Revision will be included in this meeting. - Remove re-elections of Chair and Vice (every 2 years). - 13.07.27 Clerk advised that she was unable to attend this meeting. Clerk to update list of meeting dates, add final document to HSS and contact Governor Services to arrange cover. 12.2 Monitoring Roles – discussed during Item 11. 12.3 Monitoring Visits – discussed during Item 11. 12.4 Whole Governing Body Training: - CW and HT will run a session covering Inspection Data Summary Report (IDSR) as this is the document Ofsted will use when they visit. The IDSR will land in December so the training is scheduled for Tuesday, 08.12.26 at 5pm. - The March training session will be reserved as Ofsted revision. - The Chair reminded Governors that the new HCC training schedule is available on Hampshire Services for Schools (HSS). She encouraged Governors consider their roles for the new academic year and advised them to book on relevant training as well as courses for their role as Governor too. For example, a useful course the Ofsted Overview scheduled for 19.10.26, which runs online for 1.5 hours.	Clerk

	12.5 Income Generation – as KT was not present, this will be discussed at the next FGB. 12.6 SIP – discussed during Item 11. 12.7 Skills Audit – ongoing 12.8 Vacancies – The Chair will be meeting the prospective Co-opted Governor tomorrow.	
13.	Any other agreed business The Chair advised Governors of an ongoing parent complaint. This initially came directly to her with a specific list of questions however, it was redirected to HT as per school policy. The Chair added that she would not give any more detail at this stage as there is a possibility that it may come to the Governing Body as a Complaints Panel. Chair will respond to the parent.	Chair
14.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance ○ Monitoring Plan discussed in detail ○ HT Report interrogated ○ Safeguarding audit visit completed ○ Changes in legislation around FSM and sports premium examined and the impact on finance reviewed ○ Children coming into Year R and staffing discussed	
15.	Next Meeting: 14.07.26	
	The meeting concluded at 6.25pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
16.06.26/01	8.	Headteacher's Report HT to send out dates to Governors of end of year play, summer fayre (volunteers needed to run stalls) and Rock Steady.	HT	ASAP
16.06.26/02	11.	Monitoring Protocol When can Governors anticipate the SIP being ready? HT can provide a draft in principle of areas of focus, by the next FGB, and she can add more detail over the summer. Clerk to add to FGB 14.07.26 Agenda.	Clerk	COMPLETE
16.06.26/03	11.	Monitoring Protocol Chair to feedback this conversation to KT.	Chair	ASAP
16.06.26/04	12.	Governance 15.1 Approve Meeting Dates 2026/2027 Clerk to update list of meeting dates, add final document to HSS and contact Governor Services to arrange cover.	Clerk	COMPLETE
16.06.26/05	13.	Any other agreed business The Chair advised Governors of an ongoing parent complaint. Chair will respond to the parent.	Chair	ASAP
19.05.26/01	11.	Governance SATS monitoring to be reported at next FGB 16.06.26.	CC	This action will be covered within this Agenda. COMPLETE
19.05.26/02	11.	Governance HT and the Chair reminded Governors to look at the School Improvement Plan (SIP) and contact HT to arrange a monitoring visit.	All	This action will be covered within this Agenda. COMPLETE
21.04.26/03	13.	Governance 13.2 Monitoring Visits KT has done a review of the Monitoring Plan and will put it on HSS for the next meeting.	KT	This action will be covered within this Agenda. COMPLETE

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	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