



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 19 May 2026, 5.30pm – 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	
Christian Walton (CW)	Vice Chair (Co-opted Governor)	
Annie Yuratich (AY)	Co-opted Governor	
Apologies:		
Susannah D’Souza	Local Authority Clerk	
Caroline Timbrell (CT)	Co-opted Governor	
Lynn Whitaker (Chair)	Chair (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
1.	Welcome & Apologies Apologies were noted and accepted. In the Chair’s absence, CW chaired the meeting. The meeting started at 5.37pm due to traffic impacting the arrival of some Governors.	
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 Update on the current Stage 2 Complaint.	
4.	Correspondence <ul style="list-style-type: none"> • Complaints Committee, via Clerk, has received additional information from complainant to support their Stage 2 Complaint. • Vice Chair has received further correspondence from prospective parent about meeting to discuss becoming a Governor. 	
5.	Approval of Minutes of the last meeting of 21.04.26 Annex 1 Hamble FGB Minutes 21.04.26 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.	

<p>7.</p>	<p>Budget Annex 2 Budget Monitoring Visit</p> <p>7.1 Setting The budget was discussed and the Governing Body was very pleased to note that the budget is now positive. The school business manager (SBM) was commended for the work put into this.</p> <p>HT noted that there may be additional children joining the school that will need adult support. Is this funded? HT confirmed that it was not and would have to be built into the November budget revision once the number of children were known. It is likely that a number of additional Educational Health Care Plans (EHCPs) will need to be submitted once the children start.</p> <p>A Governor stated that it is important that we maintain the quality of education for the children despite the cuts that the school has had to make.</p> <p>The Governing Body noted that it is amazing to see how hard the school has worked to develop a positive carry forward in the budget for year 3.</p> <p>The budget was unanimously approved and a paper copy was signed by HT and the Vice Chair (on behalf of the Chair). This will be kept on file by the SBM.</p> <p>7.2 Staffing See Item 9. HT Report</p>	
<p>8.</p>	<p>Safeguarding Annex 3 Safeguarding Monitoring Visit</p> <p>CC gave an update based on the last two monitoring visits. CC stated that he meets with HT monthly and this is working well.</p> <p>CC explained that the monitoring is broken down into categories; he poses questions, answers are given by the HT and noted in the reports.</p> <p>CC asked if the complaint raised was in relation to allegations against staff. The Chair confirmed it was not.</p> <p>CC reported:</p> <ul style="list-style-type: none"> • Some issues that had occurred prior to school in the adjacent skate park, which were dealt with correctly by the school. • The school lockdown was successful. A Governor asked if there had been any issues related to the drill. HT stated that there had been no issues and that positive feedback had been received from parents about how sensitively it was handled. A Governor noted that at the same time, a real lockdown occurred at a school elsewhere in the country. Another Governor stated that there had recently been a lockdown at a school in Southampton. 	

	<ul style="list-style-type: none"> • Where evidence for monitoring visits was requested, the school immediately had it available. • Safeguarding monitoring was undertaken at alternative provision providers. He commented that the Assistant Headteacher (AHT) responsible for special educational needs & disabilities (SEND) is doing a good job of managing this. • He attended the school council on the day of FGB and an update will be available for the next meeting. It was noted that one child made a passing comment about going onto the roof of the school. A Governor asked if the HT to investigated. It was investigated the following day and was just the child making up stories. 	
9.	<p>Headteacher’s Report – verbal Annex 4 SATS</p> <p>HT’s verbal report included an update on Standard Assessment Tests (SATs), the restructure needed for the budget and recruitment for September.</p> <p>Since the last FGB, there has been no significant change in school demographic.</p> <p>One child was suspended due to an incident in the skate park before school. The child was sent home and returned the following day and apologised. A Governor asked which year groups were involved.</p> <p>HT stated Year 4; it was a group of Year 4 and Year 5 not behaving. Parents have been reminded of the need to supervise their children outside of school prior to school start.</p> <p>Restructure This is complete; following skills audit review, one staff member has been selected for redundancy and all staff have been informed individually. The staff member selected for redundancy has been advised that there may be a temporary role in September.</p> <p>Staffing</p> <ul style="list-style-type: none"> • Mr Turner has been interviewed for the vacant AHT role and has been successfully appointed to start in September. • Mrs Spooner will return after half term for a handover before starting her new role in September. • Mr Precious will shortly be going on two weeks of paternity leave. • Another staff member is pregnant, so a maternity cover teacher has been appointed for a year from September – this is an experienced Year 5/6 teacher. • A new outdoor learning teacher has been appointed to start in September. • Year 1/2 lead has returned after a long term absence. A Governor asked about their wellbeing. HT stated yes, they are, and the school is working with them to make sure that they will be 100% ready for September. • A learning support assistant (LSA) with a broken wrist has now also returned. • Two maternity cover teachers currently in place, now have positions offered elsewhere for September so are not stressed and can focus on their remaining time at Hamble. <p>HT commented that the two appointments very strong.</p>	

	<p>A Governor asked if there is a need to replace Mr Turner. HT stated that we did not; as part of the restructure, it meant that the school did not need to make a teacher redundant.</p> <p>HT commented that the staffing has taken a lot of time however, September staffing requirements for the school are now finalised.</p> <p>SATS One child completed it late due to illness. HT believes that the papers were fair and that the children tackled them well – there were no tears.</p> <p>A Governor asked when the results would be available. HT replied, July.</p> <p>Other</p> <ul style="list-style-type: none"> • Secondary heads and Hampshire Improvement and Advisory Service (HIAS) have visited school to see how we manage inclusion. • Transition preparation has now started with the Secondary school. A Governor asked how this is handled for the children that will not be going to the secondary school. HT stated that the schools contact us to visit and that the children go and visit their new schools by arrangement. • The school had won the Bronze and Silver Green Tree awards from the Woodland Trust for the climate change initiatives undertaken. There is a desire to participate in the Eco Schools award (the secondary school has it), however there is a cost to this. A Governor asked what the cost was. HT said it is £200 and she would discuss it with respective teacher. 	
10.	<p>Resourced Provision Update Appendix 1 Resourced Provision Update</p> <p>HT shared the resourced provision (RP) roadmap update via a presentation.</p> <p>HT highlighted:</p> <ul style="list-style-type: none"> • There are fortnightly/monthly meetings with the SEND team. She commented that a lot of what is happening is outside of the school’s control. The plan is split into three strands, SEND Team, Building Team and Hamble Primary Team. • School has been considering and visiting lots of yes/maybe children in their current settings to verify applications and whether we can meet need. <p>A Governor asked why we would say no? HT stated that we say no if we are not able to meet their needs and that this has to be described in significant detail.</p> <p>A governor asked if parents could challenge a no. HT stated yes they can if we are the parental preference. In most of the cases that we have said no to, we are not the parental preference as they want their</p>	

children to go to a more appropriate special school that is better placed to meet their needs than what we can offer.

- Three children have potentially been placed, with a fourth identified however, the Hampshire County Council (HCC) SEND Team is being very slow in confirming to parents.

A Governor asked when the children will be finalised.

HT stated that this should have happened a month ago however, as stated, the SEND team are delaying.

- A teacher and two LSAs have been allocated to the RP. All staff will need training as the RP children will also spend time in mainstream.
- The building layout will need to be revised.

A Governor asked if this is based on any formal requirements.

HT stated no, it is based on what we think we need for the children's wellbeing based on our experience and visits.

A Governor asked which hut will be used.

HT stated the far hut. the area will be secured with fob access and fencing.

A Governor asked if fencing is the right thing to do, and if it is normal.

HT stated yes to both questions; it is to safeguard the children from accessing areas without adequate supervision.

- There will also be some car park modifications needed in the school car park.

A Governor asked how this will work, given that we do not allow vehicle movements at key times.

HT stated that the RP children will arrive after the main school has started and will depart before the main school finishes, so all children will be safely in their classrooms; the policies and risk assessments will need to be updated to reflect this.

- £18,210.27 in funding has been secured to help the school prepare.

A Governor asked if this is part of the current budget that has just been approved, and from when the funding will be available.

HT stated that it is part of the newly approved budget and it is for Summer 2 term.

- Due to delays by HCC, the RP plan is six weeks behind schedule due to the building plan. The school has submitted a formal complaint, and the HT has escalated this to more senior people in HCC, who have apologised.

A Governor asked when the new facility would be ready?

HT stated 06.11.26 due to other projects elsewhere overrunning and some complexity.

A Governor asked how this will impact the RP children.

HT stated that the school will not delay taking the children as the school cannot afford to delay.

	<p>A Governor asked if the school could see the building project plan. HT stated that this has been shared and the school has been advised that it will not change.</p> <p>A Governor stated that we therefore need to ensure that we focus on our interim plan so that we do not impact the education of the children. HT is getting weekly updates, and changes from HCC have impacted the school's planning.</p> <p>HT stated that the child from the specialist school may not be able to start in September, and has asked HCC if we will be compensated.</p> <p>A Governor asked if we need to formally raise the issue about compensation? HT stated that there is a case being put forward to include a fourth child already in our school as part of the RP, which would alleviate this.</p> <p>A Governor asked if the three children being placed from our school would open up mainstream spaces? HT stated yes they would however, one child is in Year 5, which has space anyway so it would only impact two places in Year 3.</p> <ul style="list-style-type: none"> HT stated that the school is awaiting SEND confirmation of the children so that final preparations can be made. There will now be ongoing training and policy updates. <p>A Governor asked how confident can we be about the 06.11.26 date. HT stated that she is confident that the revised promises will be met.</p>	
11.	<p>Governance Governance was covered under the other items. It was noted that the only monitoring visits undertaken by Governors since the last meeting were the statutory finance monitoring and the SATS monitoring. SATS monitoring to be reported at next FGB 16.06.26.</p> <p>HT and the Chair reminded Governors to look at the School Improvement Plan (SIP) and contact HT to arrange a monitoring visit.</p>	CC All
12.	<p>Any other agreed business</p> <p>Stage 2 Complaint The Chair updated Governors on received complaint, stating only that the meeting had been held and that the complaint had been concluded. Clerk to send out the response letter to the complainant.</p> <p>The Chair thanked AY and KT for their support in the process.</p>	Clerk

13.	<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"> ○ The budget was discussed and approved. ○ HT was challenged about issues arising from their verbal update ○ Safeguarding was discussed and issues arising challenged ○ The plan for the RP was scrutinized in great detail 	
14.	Next Meeting: Tuesday, 16.06.26	
	The meeting concluded at 6.45pm	

Action Tracker

19.05.26/01	11.	Governance SATS monitoring to be reported at next FGB 16.06.26.	CC	By next FGB 16.06.26
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	ASAP
19.05.26/03	12.	Any other agreed business - Stage 2 Complaint The Chair updated Governors on received complaint, stating only that the meeting had been held and that the complaint had been concluded. Clerk to send out the response letter to the complainant.	Clerk	COMPLETE
21.04.26/01	10.	Safeguarding Annex 4 Safeguarding Visit As CC was not present, his monitoring report is to be discussed at the next meeting 12.05.26. Clerk to add to Action Tracker.	Clerk/CC	19.05.26 – This Agenda, Item 8. COMPLETE
21.04.26/02	13.	Governance 13.2 Monitoring Visits Annex 9 Health and Safety Audit Spring 2026 CC reviewed health and safety which will be discussed at the next FGB when CC is present. Clerk to add to Action Tracker.	Clerk/CC	19.05.26 – This Agenda, Item 8. 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	For FGB 16.06.26 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	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