



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 21 October 2025, 5.00pm – 7.00pm
Minutes

Present:	
Claire Hall (CH)	Staff Governor
Claire Hewitt (HT)	Headteacher
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:	
Christopher Clark (CC)	Co-opted Governor
Andy Howells (AH)	Parent 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. All annual declarations have been completed for 2025/2026.	
3.	AOB items for this Agenda CW wished to discuss a new Governor induction process and meeting preparation documents.	
4.	Correspondence No items of note were received.	
5.	Approval of Minutes of the last meeting of 16.09.25 Annex 1 Hamble FGB 16.09.25 Minutes APPROVED The minutes were ratified as a true and accurate record of the meeting.	
6.	Actions – see Action Tracker Annex 2 Code of Conduct 2025 Annex 3 Hamble ToRs Sept 25 Action points were discussed, and timescales/statuses were updated accordingly.	
7.	Headteacher's Written Report (questions only) Annex 4 HT report Oct 25	

HT highlighted to Governors that due to staff absence, there will be ramifications for the budget. However, some of the expense can be claimed back on the school's insurance due to the length of absence.

What does PDL stand for in the report?

It is Personal Development Learning (PDL) which is like Personal, Social, Health & Economic Education (PSHE).

Why are numbers over in Year R?

Identical twins were next on the waiting list; although there was only one place, the school is obliged to take both children.

Will the twins go through the same classes together?

Legally, schools have to give parents the option each year.

Is it correct that there is only one special educational needs (SEN) child in Year R?

Yes, two more registered with the school, but never started. These two children also had Educational Healthcare Plans (EHCPs) and are now off roll.

The child in Year 3 who was on reduced hours; are they now in school full time?

Yes, the child was previously mornings only and now attends school all day.

Why did the school lose one child from Year 6?

They moved to a school nearer to their home.

There is a large increase in pupil premium (PP) children including Year 6; is there a reason for this?

The school has taken every opportunity to encourage parents to check if they are eligible – for example, at the last parents' evening, a QR code was available which linked to the eligibility checker. Additionally, all emails from admin have a banner with the link and it has been explained that it is not just about getting free school meals, but also other benefits such as funding for school trips.

What is the Eco Team?

Each class has a representative who works with the science lead to promote sustainability as part of the school culture. As well as raising awareness around things like recycling and turning lights off, they also participate in projects such as fundraising for the school pond.

How will the young carers and parents wellbeing group work?

The school recognises that being a young carer can have a big impact on a child's welfare and their learning. It is, however, difficult to put in support around the child and family if we are unaware that the child has caring responsibilities. Therefore, a form was sent out to the whole school, to establish more information around family dynamics so the school can build in provision if needed. So far, there have been 16 returns advising of caring obligations. The aim is to build knowledge of these children and to plan some activities for their whole family.

How is the Attendance Trophy working?

It has had such a positive effect of everyone; it is awarded at the Celebration Assembly on Friday with parents present. It has been a chance to reiterate to the children that it is ok to still come into school if they have a bit of a tummy ache or headache; building resilience and preparing them for life.

	<p>KT completed a monitoring visit focussing on attendance (awaiting report) and she acknowledged that percentages of absence appear high at the moment as the school year has only just begun.</p> <p>Are there any further updates around Ofsted? Hampshire County Council's (HCCs) current advice to schools is not to worry too much if they are not in the inspection window. More information will be made available once schools who have been inspected under the new framework, give their feedback. What we do know is that inspections are fundamentally the same but with more inclusion focus throughout and the way findings are presented at the end has changed. HCC has presented head teacher briefings, and priority has been given to those due for inspection. Hamble Primary was inspected in 2023.</p> <p>An update to HT's Report is that the girls won the football tournament for the whole of Eastleigh (12 schools) and are now through to the county competition.</p> <p>How does the school celebrate sporting achievements? Announcements are made in the newsletters, on the school website, and photos are displayed on the sports noticeboard.</p> <p>HT had an additional item to report: the Year 6 applications for Prefect and Head Boy/Girl drew an incredible response. Pupils were asked to write applications which were then short listed and then presented for peer and teacher votes. Interviews then took place and roles were allocated. The most notable part of the process was the positivity; those interviewed for head roles were asked if they were unsuccessful, who would they want to get it, and they were all gracious in their responses.</p> <p>Were the unsuccessful candidates given feedback? Yes; all were given constructive advice.</p>	
8.	<p>Safeguarding HT advised that the safeguarding audit has been completed and submitted.</p> <p>There was a section within the audit around fostering, and it was acknowledged that the school may not be aware of all informal arrangements that may be in place for some of its children. Therefore, a message will be sent out to parents/carers asking if they have any such informal arrangement in place for their child/children. It is vital that the school is advised as this type of arrangement can come with certain risks and emergency contacts need to be kept up to date.</p> <p>HT reported that there is now allocated time for the designated safeguarding leads (DSLs) to ensure everyone has the capacity to keep up to date with the latest guidance, have supervision if required or have time for wellbeing support if needed.</p> <p>Do HCC offer any mentoring/coaching for DSLs? Yes, but support is not funded for HTs and DSLs. If the need arises for HCC support, we can look into it, but currently, the team of DSLs share the load and offload to each other.</p>	

9.	<p>Governance Annex 5 New Governor Induction Process Annex 6 October budget review meeting Annex 7 SIP 2025-26</p> <p>9.1 Role Profiles – CW is developing ‘job descriptions’ with associated training, for a new Governor induction process (Annex 5). Governors were asked to give their comments and suggestions on the draft document; is there anything missing, can anything be made clearer etc.</p> <p>The proposed process will also include the use of existing Governors to act as 'buddies' to new Governors and to assist those navigating their way through their induction. AY has kindly volunteered to buddy CT. Please email CW directly with any thoughts and we will discuss again when he brings draft documents to the next FGB 18.11.25.</p> <p>A Governor commented that a new Governor may feel overwhelmed seeing this document.</p> <p>CW reassured Governors that this is about ensuring the governing body is holding themselves to account for onboarding new Governors.</p> <p>CW proposed that additional guides could be prepared to further help new Governors navigate the different systems such as Hampshire Services for Schools (HSS) and logging into the school email. If any Governor is happy to contribute, all input is welcomed; email responses directly to CW and these processes can be formalised for the new year.</p> <p>Clerk to formulate a beginners step by step guide to HSS.</p> <p>Clerk to prepare a document around guidance on declarations of pecuniary interests and understanding the Keeping Children Safe in Education (KCSiE) document.</p> <p>9.2 Monitoring Roles – to be discussed when Role Profiles are established.</p> <p>CW to bring draft document to next FGB 18.11.25.</p> <p>9.3 Monitoring Visits:</p> <ul style="list-style-type: none"> - CW conducted a visit to Finance in October (Annex 6). - CC completed a Health & Safety Audit - report to follow. - CC also did a Quarterly Health & Safety review with the Site Manager; this went very well, and all the categories were completed. - KT completed a monitoring visit focussing on attendance - awaiting report. - EM will visit school on Friday to monitor the provision for children working in alternative areas, which ties in with School improvement Plan (SIP) monitoring. <p>The Chair proposed that more monitoring visits should take place this term. HT suggested a good opportunity to see the senior leadership team (SLT) challenging staff, would be for one Governor to attend each of the next pupil progress meetings - 11th November at 1pm for Year 3 & 4 and 17th November at 9.30am for Year 5 & 6.</p> <p>AY volunteered to attend the first meeting and CT will attend the second date.</p>	<p>Clerk Clerk</p> <p>CW</p> <p>CC</p> <p>KT</p> <p>EM</p> <p>AY/CT</p>
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	<p>9.4 Whole Governing Body Training It was suggested that the focus should be on the statutory responsibilities and monitoring of SEND (as specified in the Governors SIP responsibilities). However, Governors who have already attended the HCC training '<i>Understanding the Governors' Role in Monitoring & Evaluating SEND</i>', suggested that everything was covered in this course. Therefore, Governors who have not yet completed this mandatory course, were reminded to book on to the next training scheduled for 12.02.25 to comply with the SIP; this can be done via HSS, under the Training tab.</p> <p>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.</p> <p>The Chair acknowledged that monitoring is very much led by HT currently but should be motivated by the Governing Body itself.</p> <p>9.5 Income Generation – KT was not present to report.</p> <p>9.6 School Improvement Plan (SIP) – already discussed in other items.</p> <p>9.7 Skills Audit – CT to complete audit. Clerk to bring analysis to the next FGB 18.11.25.</p> <p>9.8 Vacancies – 1 x Co-opted due to recent resignation. The Chair asked Governors if they knew of any suitable applicants, to please let her know. CW offered to get in touch with his CooperVision contact with a view to advertising the vacancy. Chair to place vacancy in parish magazine.</p>	<p>CH</p> <p>Clerk</p> <p>CW</p> <p>Chair</p>
10.	<p>Any other agreed business CW advised that three documents around meeting preparation can now be found on HSS. If Governors have any comments or suggestions, please email CW. Clerk to email instructions to Governors on how to access documents.</p>	Clerk
11.	<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 new Governor induction documents were discussed ○ HT's Report was interrogated ○ Finance elements were examined 	
12.	Next Meeting: Wednesday, 18.11.25	
	The meeting concluded at 6.55pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
21.10.25/01	9.	Governance – 9.1 Role Profiles Clerk to formulate a beginners step by step guide to HSS.	Clerk	For next FGB 18.11.25
21.10.25/02	9.	Governance – 9.1 Role Profiles Clerk to prepare a document around guidance on declarations of pecuniary interests and understanding the Keeping Children Safe in Education (KCSiE) document.	Clerk	For next FGB 18.11.25
21.10.25/03	9.	Governance – 9.2 Monitoring Roles Monitoring Roles – to be discussed when Role Profiles are established. CW to bring draft document to next FGB 18.11.25.	CW	For next FGB 18.11.25
21.10.25/04	9.	Governance – 9.3 Monitoring Visits CC completed a Health & Safety Audit - report to follow.	CC	For next FGB 18.11.25
21.10.25/05	9.	Governance – 9.3 Monitoring Visits KT completed a monitoring visit focussing on attendance - awaiting report.	KT	For next FGB 18.11.25
21.10.25/06	9.	Governance – 9.3 Monitoring Visits EM will visit school on Friday to monitor the provision for children working in alternative areas, which ties in with School improvement Plan (SIP) monitoring.	EM	For next FGB 18.11.25
21.10.25/07	9.	Governance – 9.3 Monitoring Visits Pupil progress meetings - 11 th November at 1pm for Year 3 & 4. AY volunteered to attend the first meeting.	AY	For next FGB 18.11.25
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	For next FGB 18.11.25
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	For next FGB 18.11.25
21.10.25/10	9.	Governance – 9.7 Skills Audit – CT to complete audit. Clerk to bring analysis to the next FGB 18.11.25.	CT/Clerk	For next FGB 18.11.25

21.10.25/11	9.	9.8 Vacancies – 1 x Co-opted due to recent resignation. CW offered to get in touch with his CooperVision contact with a view to advertising the vacancy.	CW	ASAP
21.10.25/12	9.	9.8 Vacancies – 1 x Co-opted due to recent resignation. Chair to place vacancy in parish magazine.	Chair	ASAP
21.10.25/13	10.	Any other agreed Business CW advised that three documents around meeting preparation can now be found on HSS. If Governors have any comments, please email CW. Clerk to email instructions to Governors on how to access documents.	Clerk	ASAP COMPLETE
16.09.25/01	9.	Safeguarding 9.2 Annual Safeguarding Return Safeguarding Governor to arrange with HT to do audit and send off by 31.09.25.	CC/HT	COMPLETE
16.09.25/02	9.	Safeguarding Clerk to send out reminder to Governors who have not yet confirmed that they have read and understood KCSiE 25/26.	Clerk	All Governors have sent confirmation. COMPLETE
16.09.25/03	10.	Policy Review and Approval 10.5 SEND – a Governor commented that they felt this policy should include more around Governors, for example, how do Governors ensure procedures are being followed. AY to amend paragraph and send to HT.	AY	COMPLETE
16.09.25/04	11.	Review and Approve Terms of Reference and Procedures 11.1 Terms of Reference. Clerk to bring to next meeting.	Clerk	Governors present signed document. Clerk to bring to next FGB for remaining Governors. ONGOING
16.09.25/05	11.	Review and Approve Terms of Reference and Procedures 11.2 Agree Governors' Code of Conduct – Clerk to bring to next meeting.	Clerk	Governors present signed document. Clerk to bring to next FGB for remaining Governors. ONGOING
16.09.25/07	12.	Governance 12.2 Monitoring Visits CC to send dates to HT for safeguarding visit.	CC	COMPLETE
16.09.25/08	12.	Governance 12.2 Monitoring Visits Chair to look at SIP actions and arrange the appropriate Governor visits.	Chair	COMPLETE
16.09.25/09	12.	Governance 12.4 Income Generation How much was made from the circus?	HT	A total of £2.5k profit was made.

		HT to find out the amount made after costs.		COMPLETE
16.09.25/10	12.	Governance 12.5 School Improvement Plan (SIP) AY to visit OP to discuss the Governor action focus and plan how this will be tackled.	AY	COMPLETE
16.09.25/11	12.	Governance 12.6 Skills Audit – Governors who have not yet sent their returns were reminded. Clerk to analyse forms for the next meeting.	Clerk	COMPLETE
16.09.25/12	12.	Governance 12.7 Vacancies CW is working on structure for a buddy system for new Governors. Once finalised, it will be decided how to take it forward, and who will be responsible for the different elements. CW to bring draft structure to next meeting.	CW	Governors were asked at this meeting, and emailed on 23.10.25, requesting volunteers for the buddy system. ONGOING
15.07.25/02	11.	Governance - Skills Audit Governors were asked to complete the audit and return to the Clerk by 15.08.25.	CT/Clerk	All existing Governors have completed the audit. New Governor CT to complete and Clerk to bring updated analysis to the next FGB 18.11.25. ONGOING
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	COMPLETE
15.07.25/04	11.	Governance CH to set up spreadsheet for tracking training.	CH	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	Governors were reminded that it is mandatory to complete the SEN training. Governors who have not yet done so, must book themselves on to the HCC course via HSS, scheduled for 12.02.25. 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