

**Hamble Primary School**  
**FULL GOVERNING BODY MEETING**  
**Tuesday, 16 September 2025, 5.00pm – 7.00pm**  
**Minutes**



<b>Present:</b>		
Christopher Clark (CC)	Co-opted Governor	
Claire Hewitt (HT)	Headteacher	
Andy Howells (AH)	Parent Governor	Joined 5.45pm
Emily Mackay (EM)	Parent Governor	
Kirsty Taylor (KT)	LA Governor	
Christian Walton (CW)	Vice Chair	
Lynn Whitaker (Chair)	Chair (Co-opted Governor)	
Annie Yuratich (AY)	Co-opted Governor	
<b>Attending:</b>		
Susannah D'Souza	Local Authority Clerk	
Caroline Timbrell	Prospective Governor	
<b>Apologies:</b>		
Natalie Emmett-Callaghan (NEC)	Co-opted Governor	
Claire Hall (CH)	Staff 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.	<b>Welcome &amp; Apologies</b> Apologies were noted and accepted.	
2.	<b>Declaration of Pecuniary Interests – Annual and this Agenda</b> There were no declarations for this Agenda and Governors were reminded to send their annual declaration for 2025/2026 to the Clerk.	
3.	<b>AOB items for this Agenda</b> Caroline Timbrell was introduced as a prospective Co-Opted Governor.	
4.	<b>Correspondence</b> No items of note were received.	
5.	<b>Minutes of the last meeting – 15.07.25</b> <b>Annex 1 Hamble FGB Minutes 15.07.25 APPROVED</b> The minutes were ratified as a true and accurate record of the meeting.	
6.	<b>Actions – see Action Tracker</b> Action points were discussed, and timescales/statuses were updated accordingly.	
7.	<b>Election of Chair and Vice Chair of Governors</b> Lynn Whitaker was re-elected as Chair of Governors. Christian Walton was re-elected as Vice Chair of Governors  This process will now take place every other year rather than annually.	

8.	<p><b>Headteacher's Written Report</b>  <b>Annex 2 HT report Sept 25</b>  <b>Annex 3 SIP 2025-26</b></p> <p>8.1 School Improvement Plan 2025-26</p> <p>There are three children with protection plans; when do Hampshire County Council (HCC) become involved?  Hampshire Children's Services give the plans, so they are aware; the school's role is to participate in all agency meetings.</p> <p>Is there any update on the restructure?  The proposal goes to the union on 23.09.25, so the school is aiming for completion by Christmas. The process takes time for the consultation due to redundancies; there were no resignations, so a skills audit has been sent out. Retirement on the grounds of ill health is being explored for one learning support assistant (LSA); as the school is already going through absence procedures, redundancy is not an option in this case.</p> <p>Are you expecting any challenge from the unions?  No, as the restructure is for budgetary reasons.</p> <p>Are children on the waiting list for Year R in catchment?  No; they have been given places elsewhere, but our school was their first choice.</p> <p>The two children on reduced hours, are they the same children as last year?  Yes.</p> <p>How are the two new Year 5 children how settling in?  Very well.</p> <p>Is there the potential we could get more children joining?  Year 5 has space to go up by 10 children to 60.</p> <p>Why do we need two new teachers?  The school has two maternity covers.</p> <p>HT had an additional item to add: one of the Standard Assessment Tests (SATs) results was appealed and was successful. This one result has taken the school up to 70%.</p>	
9.	<p><b>Safeguarding</b>  <b>Annex 9 Monitoring Report Inset Day Presentation</b></p> <p>9.1 KCSiE 2025/2026 and Governor Safeguarding Training  9.2 Annual Safeguarding Return</p> <ul style="list-style-type: none"> <li>• A presentation around the KCSiE document was given to all staff; there were very few changes this year.</li> <li>• The Octopus Room has now moved to the hut.</li> <li>• One of the higher level teaching assistants (HLTAs) gave a presentation on a medical condition that she has - Addison's disease (adrenal insufficiency). It was to raise awareness with new staff, so they knew what to do if she had an emergency.</li> </ul>	

	<p>As her immune system is compromised, she also wanted to explain why she cannot do certain things, such as dealing with bodily fluids.</p> <p><b>Safeguarding Governor to arrange with HT to do audit and send by 31.09.25.</b></p> <p><b>Clerk to send out reminder to Governors who have not yet confirmed that they have read and understood KCSiE 25/26.</b></p> <p><b>Were there any questions from the safeguarding training?</b> No, but these areas were also covered:</p> <ul style="list-style-type: none"> <li>• A reminder of processes.</li> <li>• Reiterating the importance of accurate reporting and adding entries on to Child Protection Online Monitoring System (CPOMS).</li> <li>• Administrative updates for 25/26 for example, around artificial intelligence (AI).</li> <li>• Statutory guidance on relationships education, relationships and sex education (RSE) and health education with a review going through for next year.</li> <li>• A few slides discussed attendance being a big push, with a reminder of influencing danger points such as neglect.</li> </ul>	<p>CC/HT</p> <p>Clerk</p>
10.	<p><b>Policy Review and Approval</b>  <b>Annex 4 Child Protection Policy</b>  <b>Annex 5 Low level concern policy</b>  <b>Annex 6 Safeguarding Policy</b>  <b>Annex 7 SEND Policy</b>  <b>Annex 8 SEND information report 2025</b></p> <p>10.1 Behaviour – no major changes apart from names  10.2 Child Protection to be adopted (including Lower level Concerns Policy) (model)  10.3 Data Protection (model)  10.4 Safeguarding (model)  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.</p> <p><b>AY to amend paragraph and send to HT.</b></p> <p><b>Subject to the amendments, Governors approved all policies without objection.</b></p>	<p>AY</p>
11.	<p><b>Review and Approve Terms of Reference and Procedures</b></p> <p>11.1 Terms of Reference – <b>Clerk to bring to next meeting.</b>  11.2 Agree Governors’ Code of Conduct – <b>Clerk to bring to next meeting.</b>  11.3 Adopt the Manual of Personnel Practice &amp; Procedure (MOPP) and any in-year revisions issued (Pay Committee and delegation of Pay Policy) – <b>Adopted by Governors</b>  11.4 Agree delegated powers to HT (limit spend £5,000) – <b>HT was satisfied that this figure was still appropriate.</b></p>	<p>Clerk Clerk</p>

12.	<p><b>Governance</b></p> <p><b>12.1 Monitoring Roles</b> – to be discussed at the next FGB.</p> <p><b>12.2 Monitoring Visits</b>  CC to send dates to HT for safeguarding visit.  Chair to look at SIP actions and arrange the appropriate Governor visits.</p> <p><b>12.3 Whole Governing Body Training</b> – ongoing with School Governance Team (formerly known as Governor Services).</p> <p><b>12.4 Income Generation</b>  How much was made from the circus?  HT to find out the amount made after costs.</p> <p>HT advised that there are a few events coming up:</p> <ul style="list-style-type: none"> <li>• 05.11.25 Light show (silent fireworks) Parent Teacher Association (PTA)</li> <li>• 05.11.25 Fireworks – there may be some income from parking or reciprocal services</li> <li>• 29.11.25 Christmas market</li> <li>• 05.12.25 Wreath making workshop (by parent)</li> <li>• Christmas discos</li> </ul> <p><b>AH joined at 5.45pm</b></p> <p><b>12.5 School Improvement Plan (SIP)</b>  The SIP has now been shared with all teaching staff, and their roles were discussed. The big headlines are attendance, special educational needs (SEN), academic and writing.</p> <p>Oliver Precious (OP), Assistant Headteacher for Inclusion, did a presentation to staff around SEN referrals around fixed factors that everyone can implement; these are things which can be tracked and quantified.  AY to visit OP to discuss the Governor action focus and plan how this will be tackled.</p> <p>Time was taken to discuss ethos, along with acknowledgement that the school is now in a good place and our children are now able to make progress. This was received well, and it is clear what we want to achieve.</p> <p>Do we need to do anything else to get ready for the resourced provision?  There will be a separate road map. We are awaiting approval in October, then public consultation, and if all goes well, building can start next summer. Granular conversations will take place once approved by HCC.</p> <p>Are the secondary school still on track for the implementation of their provision?  Yes.</p> <p><b>12.6 Skills Audit</b> – Governors who have not yet sent their returns were reminded.  Clerk to analyse forms for the next meeting.</p>	<p>CC Chair</p> <p>HT</p> <p>AY</p> <p>Clerk</p>
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	<p><b>12.7 Vacancies – 1 x Co-opted</b></p> <p>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 could will be responsible for the different elements.</p> <p><b>CW to bring draft structure to next meeting.</b></p>	CW
13.	<p><b>Any other agreed business</b></p> <p><b>Is there any news on the quarry?</b></p> <p>The decision is due in the autumn however, there has been no news yet from the HCC inspector. The Parish Council are hosting a picnic on 26.09.25 in the way of a thank you to everyone in the village for their ongoing support.</p>	
14.	<p><b>Effective Governance Evidenced in this Meeting</b></p> <ul style="list-style-type: none"> <li>• Clarity of vision, ethos and strategic direction</li> <li>• Holding HT to account for educational performance</li> <li>• Overseeing financial performance</li> <li>○ Policies approved</li> <li>○ Questioned HT Report</li> <li>○ New Governor recruited</li> </ul>	
15.	<b>Next Meeting: Tuesday, 21.10.25</b>	
	<b>The meeting concluded at 6.30pm</b>	

## Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
16.09.25/01	9.	<b>Safeguarding</b> 9.2 Annual Safeguarding Return Safeguarding Governor to arrange with HT to do audit and send off by 31.09.25.	CC/HT	Before 31.09.25
16.09.25/02	9.	<b>Safeguarding</b> Clerk to send out reminder to Governors who have not yet confirmed that they have read and understood KCSiE 25/26.	Clerk	ASAP
16.09.25/03	10.	<b>Policy Review and Approval</b> 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	ASAP
16.09.25/04	11.	<b>Review and Approve Terms of Reference and Procedures</b> 11.1 Terms of Reference. Clerk to bring to next meeting.	Clerk	For FGB 21.10.25
16.09.25/05	11.	<b>Review and Approve Terms of Reference and Procedures</b> 11.2 Agree Governors' Code of Conduct – Clerk to bring to next meeting.	Clerk	For FGB 21.10.25
16.09.25/07	12.	<b>Governance</b> 12.2 Monitoring Visits CC to send dates to HT for safeguarding visit.	CC	ASAP
16.09.25/08	12.	<b>Governance</b> 12.2 Monitoring Visits Chair to look at SIP actions and arrange the appropriate Governor visits.	Chair	For FGB 21.10.25
16.09.25/09	12.	<b>Governance</b> 12.4 Income Generation How much was made from the circus? HT to find out the amount made after costs.	HT	For FGB 21.10.25
16.09.25/10	12.	<b>Governance</b> 12.5 School Improvement Plan (SIP) AY to visit OP to discuss the Governor action focus and plan how this will be tackled.	AY	ASAP
16.09.25/11	12.	<b>Governance</b> 12.6 Skills Audit – Governors who have not yet sent their returns were reminded. Clerk to analyse forms for the next meeting.	Clerk	For FGB 21.10.25
16.09.25/12	12.	<b>Governance</b> 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	For FGB 21.10.25

15.07.25/02	11.	<b>Governance - Skills Audit</b> Governors were asked to complete the audit and return to the Clerk by 15.08.25.	Clerk	Returns by 15.08.25 16.09.25 Governors who have not yet sent their returns were reminded. <b>ONGOING</b>
15.07.25/03	11.	<b>Governance - SDP 2024-27 - Updated Governor Plan</b> The Chair requested that Governors take time over the summer to read this document and to email her any comments or queries.	All	16.09.25 CC sent Chair job description drafts <b>ONGOING</b>
15.07.25/04	11.	<b>Governance</b> CH to set up spreadsheet for tracking training.	CH	<b>ONGOING</b>
15.07.25/05	11.	<b>Governance</b> For September, the Chair and HT will look monitoring and how to make it more structured.	HT/Chair	16.09.25 Has been entered on to SIP. <b>COMPLETE</b>
15.07.25/06	12.	<b>Any other agreed business</b> 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	<b>COMPLETE</b>
10.06.25/03	11.	<b>Approve Proposed FGB Dates 2025/2026</b> Chair to ask governor services for a rebate due to Clerk absence with no backfill.	Chair	<b>COMPLETE</b>
10.06.25/05	12.	<b>Governance - Monitoring Roles</b> All governors to read SEN Code of Practice and attend SEND training by October (due to training dates available).	All	HSS online training is scheduled for 08.10.25. <b>ONGOING</b>
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	Included in the last newsletter <b>COMPLETE</b>

## Notable Dates for 2025/2026:

<b>Date of FGB</b>	<b>Notable Tasks</b>	<b>Draft Agenda to Chair/HT</b> (2 weeks prior)	<b>Agenda &amp; Papers Circulated</b> (8 days prior)	<b>AOB &amp; Apologies to be sent to Clerk</b> (48 hours prior)	<b>Draft Minutes to Chair/HT</b> (1 week post)	<b>Agreed Minutes to Governors</b> (2 weeks post)
<b>16.09.25</b>	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
<b>21.10.25</b>	Skills Audit, Pay, HT Report	07.10.25	13.10.25	17.10.25	*04.11.25	11.11.25
<b>18.11.25</b>	Budget Revision	18.11.25	17.11.25	28.11.25	09.12.25	16.12.25
<b>20.01.26</b>		06.01.26	12.01.26	16.01.26	27.01.26	03.02.26
<b>03.03.26</b>	HT Report	*10.02.26	24.02.26	27.02.26	10.03.26	17.03.26
<b>21.04.26</b>	SFVS Revision	*24.03.26	13.04.26	17.04.26	28.04.26	*06.05.26
<b>12.05.26</b>	Budget Setting	27.04.26	*01.05.26	08.05.26	19.05.26	*02.06.26
<b>16.06.26</b>	Agree FGB dates 2026/2027	02.06.26	08.06.26	12.06.26	23.06.26	30.06.26
<b>14.07.26</b>	HT Report	30.06.26	06.07.26	10.07.26	*Asap	*Asap

\*Dates allow for school holidays