



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 21 April 2026, 5.00pm – 7.00pm
Minutes

Present:		
Claire Hall (CH)	Staff Governor	
Claire Hewitt (HT)	Headteacher	
Emily Mackay (EM)	Parent Governor	
Kirsty Taylor (KT)	LA Governor	Left at 6.34pm
Caroline Timbrell (CT)	Co-opted Governor	
Christian Walton (CW)	Vice Chair (Co-opted Governor)	
Annie Yuratich (AY)	Co-opted Governor	
Attending:		
Susannah D'Souza	Local Authority Clerk	
Alex Turner (AT)	English Lead	Left at 5.43pm
Apologies:		
Christopher Clark (CC)	Co-opted Governor	
Andy Howells (AH)	Parent Governor	
Jenny Piper (JP)	Prospective 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.	
2.	<p>English Presentation – Curriculum and Elements of the SIP relating to English Appendix 1 Governors – April 2026</p> <p>When will you implement the Writing Curriculum Priorities? It will be done in stages and this is a guide for teachers.</p> <p>Is the Action Plan Focus used outside of English lessons? Yes, it has been adapted in other activities.</p> <p>When marking reading, are there set guidelines for writing? There is no expectation in terms of individual years, but we do have a marking policy.</p> <p>Do the children know where their weaknesses are? Yes, marking is done at the time whist the children are writing and they are referred to tools like the word mat or individual resources.</p> <p>Hamble Primary School (HPS) has really good reading results, and you are now focussing on writing. Based on what you have seen, when will we see this in practise? We are already seeing the results and the Leading Learning Partner (LLP) noted improvements during his visit. However, the current Year 5 and 6 have had a lot of new joiners, so this will have an impact on the data. Year 4 downwards are full, so consistency will come through from Year 4.</p>	

	<p>Looking ahead, what are the main challenges? The English curriculum is ever adapting, so we are responding and reacting with more writing this year to ensure this is stabilised. Next year for teaching staff, it will be about building their confidence when planning rather than relying on the English lead. We will ensure the model develops over time so everyone is an expert.</p> <p>Do children get the chance to write for fun? There are times when children can write something that they know about however, some find it very difficult with no brief or expectation.</p> <p>AT commented that the figures shown on Completed Book Fairs should not show at zero as 60% of sales is rewards earned.</p> <p>AT left the meeting at 5.43pm</p>	
3.	<p>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.</p>	
4.	<p>AOB items for this Agenda HT advised that there has been a Stage 2 complaint received from a parent, therefore, a Governor Complaints Committee will need to be convened.</p>	
5.	<p>Correspondence Nothing has been received.</p>	
6.	<p>Approval of Minutes of the last meeting of 03.03.26 Annex 1 Hamble FGB Minutes 03.03.26 APPROVED The minutes were ratified as a true and accurate record of the meeting.</p>	
7.	<p>Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.</p>	
8.	<p>Headteacher’s Report Annex 2 HT report April Annex 3 Autism in schools feedback report</p> <p>Were there any takers on the internal vacancy advert and will this affect the restructure? Yes, and we could stop the teacher element of the restructure.</p> <p>What about the Learning Support Assistants (LSAs)? We will only be losing one following the skills audit.</p> <p>Will you be taking on staff for the extra Year R pupil? We will wait to see the need of the child and if they actually join. If they do, the appointment would only be a temporary role.</p> <p>What is happening with the learning lead vacancy? A qualified secondary teacher has been appointed.</p>	

	<p>How many Year 3 pupils did not pass phonics? Seven children.</p> <p>Do we need any interventions for the higher years? Some children do not always learn phonics, but achieve more learning words by sight or letter strings, so it is about finding the right strategy.</p> <p>Is there anything else to be done for Year 6 to get the best outcomes in their final term? Year 6 are fully in Standard Assessment Tests (SATs) mode currently. However, HPS is doing everything we can for the best data, as well as putting transition packages in place; there is lots of independence work going on in the higher level teaching assistants (HLTAs) transition group.</p> <p>What are the identifying factors for this group? School staff are doing transition work all the time, not just in Year 6. The group is mainly for issues such as those who lack independence or have poor attendance.</p> <p>Will the new mobile phone ban cause problems? No as HPS is phone free.</p> <p>With reference to the school project for parents regarding attendance, do we need to do anything different to make it more accessible? The children concerned suffer with anxiety or are special educational needs (SEN), and quite often, the same traits are seen in the parents; even receiving the general newsletter can cause anxiety. The school is having individual conversations and setting targets and parents understand that we still need to send the newsletter.</p> <p>Regarding the three suspensions, are we making use of the primary services? Yes however, these children are beyond this.</p> <p>Do staff feel sufficiently trained and supported? Yes, staff have the skills to deal with this. Additionally, the reintegration meetings were positive.</p> <p>How are Zones of Behaviour going? Good, and they are becoming embedded.</p>	
9.	<p>Budget/Staffing HT advised:</p> <ul style="list-style-type: none"> • The budget is now being finalised and will be ready for discussion at the next FGB 12.05.26. • Since turning off colour copying, savings of £10k has been made which is much more than expected. • Restructuring should be finalised by 08.05.26. <p>How is the new catering going? It is going well and some profit has been made in the first year without compromising on quality.</p>	

	<p>School staff continue to monitor quality and quantity and report any issues to the office who follow up with the company. HPS did raise that some things that were promised were not being done, for example, pizza making with the children. Bread making with the catering staff has now been done with Year 3.</p> <p>Is HPS seeking feedback from parents? No, as the catering company should be doing this.</p>	
10.	<p>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.</p>	Clerk/CC
11.	<p>Approval of Inset Days 2026/2027 HT proposed to follow the same pattern as previous years:</p> <ul style="list-style-type: none"> • 01.09.26 – annual training • 20.11.26 – training on attachment and trauma from the virtual school • March 27 – a date to be assigned to the cluster day • 18.06.27 & 21.06.27 <p>These dates were agreed by Governors.</p>	
12.	<p>Policy Review and Approval Annex 5 Restrictive Physical Intervention Policy new</p> <p>12.1 Physical Intervention – this policy was produced by the Primary Behaviour Service and adapted for HPS. It has been updated earlier than scheduled due to statutory changes.</p> <p>Governors ratified this policy without objection.</p>	
13.	<p>Governance Annex 6 Attendance Monitoring Report Annex 7 2026-03-22 SEND monitoring visit report Annex 8 March Finance Monitoring visit Annex 9 Health and Safety Audit Spring 2026</p> <p>13.1 Monitoring Roles – nothing was discussed.</p> <p>13.2 Monitoring Visits</p> <ul style="list-style-type: none"> - KT reviewed Attendance and reported that it was good to see that HPS is above national. KT questioned if there was anything further HPS could do to deter families from taking holidays during the summer term time. HT responded that she continues to be strong and it is clearly laid out in the newsletter that the fine for the first unauthorised absence is £80 per child per parent, which then increases to £160 if within 3 years, and a third time could lead to a parenting order or parents could be court with a fine of up to £2.5k. 	

	<p>These absence records also follow the child to secondary school.</p> <p>Are there any circumstances that you (HT) will give permission for absence during term time?</p> <p>There will always be exceptional circumstances and these are at the head teacher's discretion. Examples may be if there are weddings or funerals of family members in other countries. Another reason may be if a child or their sibling has extreme SEN needs and the timing would allow them to avoid crowds for example.</p> <ul style="list-style-type: none"> - AY visited SEN AY queried, that if Hampshire County Council (HCC) override HPS and places a SEN child, how much notice do they give and where does funding come from? HT will meet with parents to build trust and have candid discussions around if placing their child at HPS would be in the child's best interests. If parents still want to place at HPS, a tribunal and judge decides, not HCC, and appropriate funding will be awarded accordingly. HPS will go as far as possible to prepare the child for the future. - CC reviewed health and safety which will be discussed at the next FGB when CC is present. Clerk to add to Action Tracker. - KT has completed a review of the Monitoring Plan and will save it on Hampshire Services for Schools (HSS) for the next meeting. - CW and EM monitored finance. - CC has booked SATS monitoring. - EM offered her time on Fridays to do a visit; HT asked EM to look at teaching and learning events to see if anything aligns. <p>13.3 Whole Governing Body Training – the new HCC Governor Training list is now available on HSS.</p> <p>13.4 Income Generation – KT has secured and sold two £100 vouchers from local companies. KT still has to visit around half of the businesses in Port Hamble. Stickers for charity boxes in the Co-op have been generated and placed. Do we have to be a registered charity? No. Can these be stuck on the parish notice boards etc.? Yes. Have we got permission for photos of pupils that have been used on the stickers? Yes. KT is organising a colour run at end of summer holidays. Also, the idea to round up amounts in pubs etc., was suggested to local businesses, but none had the capacity to do so.</p> <p>13.5 School Improvement Plan (SIP) – HT requested that Governors review the Governor part of the SIP.</p>	<p>Clerk/CC</p> <p>KT</p>
--	--	---------------------------

	<p>13.6 Skills Audit – nothing was discussed.</p> <p>13.7 Vacancies – the prospective Co-Opted Governor Jenny Piper, is still interested in joining the governing body, but she will be meeting with HT and doing more research before she makes her final decision.</p>	
14.	<p>Any other agreed business</p> <p>The CW requested two volunteers in addition to himself to form the Complaints Committee. KT and AY put themselves forward and date options were discussed. Clerk to email parent to advise of the suggested dates.</p> <p>KT left the meeting at 6.34pm</p>	Clerk
15.	<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"> ○ Full debrief on reading and writing and how this ties in with the SIP ○ Attendance and school holidays discussed ○ Restructure explored ○ Inset dates set ○ Lunches discussed ○ Safeguarding and behavior reviewed ○ Transition discussed ○ Agreed committee for parent complaint in line with the school policy. 	
16.	<p>Next Meeting: 12.05.26</p>	
	<p>The meeting concluded at 6.45pm</p>	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
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	Discuss at next FGB 12.05.26
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	Discuss at next FGB 12.05.26
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 12.05.26
21.04.26/04	14.	Any other agreed business The CW requested two volunteers in addition to himself to form the Complaints Committee. KT and AY put themselves forward and date options were discussed. Clerk to email parent to advise of dates.	Clerk	COMPLETE
03.03.26/01	9.	Safeguarding CC emailed questions to staff and came into school last Monday to complete the February checks; report to follow.	CC	COMPLETE
03.03.26/02	11.	Governance Monitoring Visits - AY completed a SEND visit today; report to follow	AY	COMPLETE
20.01.26/01	11.	Safeguarding HT is to schedule a lockdown rehearsal. She will advise children and parents prior to the day that it is for practise purposes only.	HT	COMPLETE
20.01.26/03	13.	Governance Monitoring Visits: KT looked at attendance; report to follow	KT	COMPLETE
18.11.25/05	12.	Any other agreed business IDSR school info dashboard out (formerly known as the Data Dashboard). HT to upload front page with papers for the next FGB 20.01.26.	HT	21.04.26 will do some training on the data dashboard later in the year. CLOSED

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, SFVS Revision	*10.02.26	24.02.26	27.02.26	10.03.26	17.03.26
21.04.26		*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