

Hamble Primary School
FULL GOVERNING BODY TRAINING
Tuesday, 25 February 2025, 5.00pm – 7.00pm
Notes



Present:	
Christopher Clark (CC)	Co-opted Governor
Natalie Emmett-Callaghan (NEC)	Co-opted Governor
Claire Hall (CH)	Staff Governor
Claire Hewitt (HT)	Headteacher
Emily Mackay (EM)	Parent Governor
Christian Walton (CW)	Vice Chair
Lynn Whitaker (Chair)	Chair (Co-opted Governor)
Annie Yuratich (AY)	Co-opted Governor
In attendance:	
Susannah D'Souza	Local Authority Clerk
Kirsty Taylor (KT)	Prospective Governor
Apologies:	
Andy Howells (AH)	Parent Governor
Barbara Mitchell (BM)	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
01.	Welcome & Apologies Apologies were noted and accepted.	
02.	HT's presentation is based on the priorities that feed into the Governor Action Plan. Annex 1 FGB training Feb 25	
03.	<p>Slide 5 Before we start ...</p> <ul style="list-style-type: none"> • What knowledge and skills are needed to ensure effective governance? <ul style="list-style-type: none"> - School context - Curriculum specifics - Aims - Ethos - What are we trying to achieve? - Language of education – acronyms Clerk to save list of commonly used acronyms on to HSS - Tools available for Governors - School Improvement Plan (SIP) • What knowledge and skills do we already have? <ul style="list-style-type: none"> - Be able to challenge - Ask enquiring questions - Critical friend 	Clerk

	<ul style="list-style-type: none"> - Team players - See bigger picture - Diplomacy (especially as a parent) - Time - Range of knowledge 	
04.	HT to ensure all Governors have access to The Key for resources.	HT
05.	<p>Slide 11</p> <p>SEND Code of Practice 0-25 years</p> <p>https://www.gov.uk/government/publications/send-code-of-practice-0-to-25</p> <p>HT recommend all Governors are familiar in particular, with Page 91-109.</p> <p>P106 specifically relates to the statutory reporting requirements.</p>	All
06.	<p>Slide 12</p> <p>HT recommended that Governors familiarise themselves with the National Curriculum Requirements:</p> <p>https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum</p>	All
07.	<p>HT recommended that Governors familiarise themselves with items on the school website under the Curriculum heading:</p> <p>https://www.hamble-pri.hants.sch.uk/topic/curriculum</p>	All
08.	Where are the gaps still following this presentation?	
09.	<p>Slide 27</p> <p>HT suggested that Governors not only read the guidance on effective governance but also apply it during monitoring visits.</p> <p>https://www.gov.uk/guidance/governance-in-maintained-schools/1-effective-governance</p>	All
10.	<p>At the end of each FGB, Governors will challenge the following core functions under the item '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 <p>Clerk to add item in this format to future Agendas.</p>	Clerk
11.	EM, NEC and KT to form working party to revisit Governor actions on the School Improvement Plan (SIP) and add more targets. Group to arrange a meeting and report back to FGB on 25.03.25.	EM, NEC & KT
12.	Reviewing the SIP will be added to the FGB Agenda once a term.	Clerk
13.	<p>Chair and CW will look at statutory items and formulate a schedule of when they have to happen in conjunction with the school calendar.</p> <p>Special educational needs (SEN) statutory monitoring is priority.</p>	Chair/ CW

14.	Prevent Training will take place in school for all staff on 07.05.25 at 3.30-5.30pm. All Governors are welcome.	
15.	Next Meeting: <ul style="list-style-type: none">• FGB Tuesday, 25.03.25 at 6pm.	
16.	The meeting concluded at 6.50pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
25.02.25/01	03.	Slide 5 Before we start ... Language of education – acronyms Clerk to save list of commonly used acronyms on to HSS	Clerk	Asap
25.02.25/02	04.	HT to ensure all Governors have access to The Key for resources.	HT	Asap
25.02.25/03	05.	SEND Code of Practice 0-25 years https://www.gov.uk/government/publications/send-code-of-practice-0-to-25 HT recommend all Governors are familiar in particular, with Page 91-109. P106 specifically relates to the statutory reporting requirements.	All	Asap
25.02.25/04	06.	HT recommended that Governors familiarise themselves with the National Curriculum Requirements: https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum	All	Asap
25.02.25/05	07.	HT recommended that Governors familiarise themselves with items on the school website under the Curriculum heading: https://www.hamble-pri.hants.sch.uk/topic/curriculum	All	Asap
25.02.25/06	09.	HT suggested that Governors not only read the guidance on effective governance but also apply it during monitoring visits. https://www.gov.uk/guidance/governance-in-maintained-schools/1-effective-governance	All	Asap
25.02.25/07	10.	At the end of each FGB, Governors will challenge the following core functions under the item 'Effective Governance Evidenced in this Meeting' <ul style="list-style-type: none"> • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance Clerk to add item in this format to future Agendas.	Clerk	COMPLETE
25.02.25/08	11.	EM, NEC and KT to form working party to revisit Governor actions on the School Improvement Plan (SIP) and add more targets. Group to arrange a meeting and report back to FGB on 25.05.25.	EM, NEC & KT	Asap

25.02.25/09	12.	Reviewing the SIP will be added to the FGB Agenda once a term.	Clerk	COMPLETE
25.02.25/10	13.	Chair and CW will look at statutory items and formulate a schedule of when they have to happen in conjunction with the school calendar. Special educational needs (SEN) statutory monitoring is priority.	Chair/CW	
14.01.25/03	11.	Governance 11.2 Monitoring Visits – Governors to reply to HT’s email which detailed a list of dates	All	Asap
26.11.24/02	13.	Governance 13.4 Skills Audit	Chair	To be distributed before the end of term, to revisit in the new year. 14.01.25 – to take place after WGB training on 25.02.25 ONGOING
17.09.24/08	12.	Governance 12.1 Monitoring Roles Pay Committee – There are three vacancies. EM volunteered. Chair to assign role to new Governors when they are recruited.	Clerk	15.10.24 as per Action 17.09.24/07. 14.01.25 add to next Agenda 25.03.25. ONGOING
17.09.24/14	12.	Governance Governor Vacancies There are currently two vacancies – 1 x Co-opted, 1 x Local Authority.	Clerk	Write to HCC to propose new LA Governor and then inform Cllr Keith House of the appointment. 26.11.24 The Clerk clarified the criteria. 14.01.25 Clerk to contact LA and propose Kirsty Taylor. COMPLETE
16.07.24/01	07.	7.1 SIP update EB suggested that the next step is for more Governors to be involved now to devise a one year plan. The Chair recommended that it go through as a one year plan for now, then it can be reviewed and evolve into further years, and then a 3 year plan. She suggested a couple of sessions be convened over the summer to add structure and how to move forward in September. Chair to formulate dates for the summer and to send out the first draft for comments.	Chair	15.10.24 Chair to arrange a date for a focus meeting. 26.11.24 To be focussed on in the new year, based on the work done by EM and AY. 14.01.25 training to take place first to get a better understanding of the curriculum. 25.02.25 instead of FGB. ONGOING

Notable Dates for 2024/25:

Date of FGB	Notable Tasks	Draft Agenda to Chair/HT/ Clerk	Agenda & Papers Circulated	AOB & Apologies to be sent to Clerk	Draft Minutes to Chair/HT	Agreed Minutes to Governors
17.09.24	Terms of Ref, Declaration of Interests	06.09.24	10.09.24	13.09.24	24.09.24	01.10.24
15.10.24	Skills Audit, Pay, HT Report	04.10.24	08.10.24	11.10.24	22.10.24	29.10.24
26.11.24	Budget Revision	15.11.24	19.11.24	22.11.24	03.12.24	10.12.24
14.01.25		20.12.24	07.01.25	10.01.25	21.01.25	28.01.25
25.02.25	Whole Governing Body Training					
25.03.25	SFVS Revision	14.03.25	18.03.25	21.03.25	01.04.25	08.04.25
06.05.25	Budget Setting	24.04.25	28.04.25	01.05.25	13.05.25	20.05.25
10.06.25	Agree FGBs 2025/2026	23.05.25	03.06.25	06.06.25	17.06.25	24.06.25
15.07.25	HT Report, Election of Chair & VC	04.07.25	08.07.25	11.07.25	22.07.25	29.07.25