



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 15 September 2026, 5.00pm – 7.00pm
Minutes

Present:		
Claire Hewitt (HT)	Headteacher	
Andy Howells (AH)	Parent Governor	Left at 6.00pm
Emily Mackay (EM)	Parent Governor	
Jenni Piper (JP)	Co-opted Governor	Left at 6.30pm
Kirsty Taylor (KT)	LA 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:		
Caroline Timbrell (CT)	Co-opted Governor	
Georgi Walters (GW)	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.	Welcome & Apologies Apologies were noted and accepted.	
2.	Declaration of Pecuniary Interests – Annual and this Agenda Governors were asked to complete a declaration for the new academic year.	
3.	Reappoint Clerk The Clerk was duly reappointed.	
4.	AOB items for this Agenda 1. Eastleigh Borough Council Consultation 2. Bollards along Hamble Lane	
5.	Correspondence Feedback from a parent was received commending all staff for making her daughter's first week in school so enjoyable. She reported her daughter is so happy to be at Hamble (one day, she danced all the way to school), and that she has seen a positive impact on her daughter's behaviour and emerging sense of responsibility at home.	
6.	Approval of Minutes of the Previous Meeting Annex 1 Hamble FGB Minutes 14.07.25 APPROVED The minutes were ratified as a true and accurate record of the meeting.	

7.	Actions – see Action Tracker Annex 2 Safeguarding Visit June 2026 Annex 3 July 2026 SEND Report Action points were discussed, and timescales/statuses were updated accordingly.	
8.	Safeguarding Annex 4 Changes to KCSiE 26 from the 2025 version Sept 2026 Governors were reminded to send email confirmation to the clerk that they had read and understood KCSiE 2026. 8.1 Keeping Children Safe in Education (KCSiE) Keeping children safe in education 2026 (comes into force from 1 September 2026) 8.2 KCSiE Changes 2026 2027 8.3 Overview for all Staff Part one: overview for all staff - GOV.UK 8.4 Part one: Information for all School and College Staff Keeping children safe in education 2026: Part one 8.5 Annual Safeguarding Return – the Chair and HT have a meeting scheduled for 29.09.26 to discuss; deadline is 30.09.26.	ALL
9.	Review and Approve Terms of Reference and Procedures Annex 5 Hamble FGB ToRs Sept 26 DRAFT Annex 6 Governor Code of Conduct 2026 DRAFT 9.1 Terms of Reference – no changes. Should the Governing Body look at renewing Disclosure & Barring Service (DBS) checks? The Chair confirmed that this is not necessary. Ratified by Governors 9.2 Agree Governors’ Code of Conduct – no changes. Ratified by Governors 9.3 Adopt the Manual of Personnel Practice & Procedure (MoPP) and any in-year revisions issued (Pay Committee and delegation of Pay Policy) – Adopted by Governors 9.4 Agree delegated powers to HT (limit spend £5,000) – HT stated that this limit is still appropriate. Ratified by Governors	
10.	Governance Annex 7 Draft Governing Board Action Plan v0.1AH Annex 8 H&S Monitoring 10th July 2026 Appendix 1 Hamble Primary School Monitoring Plan 2026-27 - SIP Integrated Income Generation No updates.	

	Governor Monitoring Plan KT has produced a draft monitoring plan linked to the School Improvement Plan (SIP), actions and timings. A safeguarding monitoring visit is booked in for this half term, and this plan will be discussed at each FGB. Clerk to create a monitoring reports folder on HSS so when a report is submitted, it will be saved with the papers for the next FGB and in this folder for easy access. Monitoring this half term is personal development around attendance. KT and JP to complete this once they have met with HT. As this is data led, there is no comparative data yet. A baseline needs to be established around the Governor skills audit, training completed and what training still needs to do be completed; including training for roles and refresher training. Initial thoughts around responsibilities: - Curriculum is something that all Governors should take a turn so the understanding is there. - Finance 05.10.26 – AH and EM with possibly a third person as it is a big commitment; possibly the new recruited governor. - Head Teacher Performance Management (HTPM) – KT (training needed) - Health & Safety – CW and AY - Learning and development as a governing body – CW - Mental health and wellbeing – AY and JP - Mixed age 3 & 4 – KT and EM - Personal development – all - Safeguarding – Chair, and this will include allergy matters. - SEND, Resourced Provision and inclusion – AY, CT and JP - Sustainability – CT GW will not take on conventional responsibilities for a specific area however, she will establish the role of monitoring mentor so she can answer Governor questions and give guidance on what to look for etc. particularly around the curriculum. Monitoring Visits July H&S Monitoring – report received. School Improvement Plan (SIP) and Governor Action Plan AH and EM have developed the Governor Action Plan – some is aligned to the SIP, and conversations that took place over the summer with the Chair and Governors around holding Governors to account for key priority areas. Rather than one link governor, a small working group will be created, taking away the risk of a single point of failure. It is about streamlining, development as Governors, training and succession planning.	Clerk
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	Are we as Governors doing enough to be Ofsted ready? Our governing body know the school well, the monitoring plan is now done and the Governor action plan will build into SIP monitoring. • Skills Audit It was discussed that HR and finance should be considered when appointing a new Governor. • Vacancies Discussed during Item 7. • Whole Governing Body Training Dates set: 08.12.26 – data, and 16.03.26 – Ofsted prep. AH left the meeting at 6pm	
11.	Headteacher’s Report (verbal update) Including School Improvement Plan (SIP) Annex 9 SIP 26-27 • 340 children on roll with one Year R child left to join (currently out of the country due to family circumstances). Does this affect attendance? Yes, as that child is on roll. • Additional staff are in place. • Alternative provision (AP) sessions are happening, more than previously. One child has gone to Lakeside, and another child who thought we had a place for, was rescinded. We are currently seeking a school for them to meet their Education, Health & Care Plan (EHCP). Are Hampshire County Council (HCC) assisting? Yes. • One of our families has moved to Eastleigh and the parent does not take their child to all of the provisions in place. They are now waiting for place at special school as no school in Eastleigh can meet their needs. We may need to go down the attendance route if necessary. • We have just taken a new child in Year 5 who was at risk of permanent exclusion. They have settled in on reduced hours, part AP and some in class/Rainbow with a tutor which is funded due to their EHCP. Is this causing any issues with the rest of the cohort? There has been some creative timetabling so there are no personality clashes. • A suspension took place yesterday for the rest of the week. HT will be meeting with inclusion and SEN tomorrow, and it is unclear if that child can return to Hamble due to the concerns for children’s safety. This child had multiple suspensions last year. • 2 families are now under Child Protection, and 2 families have moved to Family in Need. • We now have a post looked after child who was recently adopted, who started in Year R. • We currently have 18 EHCPs in place with a further 7 going through the assessment stage.	

	- Staffing - one member of staff has gone on maternity leave, and cover is in place. - the 3 new 1:1 support staff are all doing well. - the new lunch supervisor has also started. - Pupils started citizen enrichment on Friday with a litter pick which was all positive. Will the potential catchment changes around Bursledon and Netley affect our school? No, as most would apply for the school they prefer anyway.	
12.	Budget/Staffing Nothing to report.	
13.	Sports Premium Report Do we as Governors need to approve the expenditure? No, Governors just need to be aware of the report's content. The report has been submitted, and it is available on the school website.	
14.	Policies for Ratification Annex 10 Admissions Policy Annex 11 Allergy Safety Policy Annex 12 Behaviour Policy Annex 13 Child Protection Policy 2627 Annex 14 Equalities Policy & Objectives Annex 15 Low Level Concern Policy Annex 16 Safeguarding Policy 2627 Annex 17 Whistleblowing Policy 14.1 Admissions Arrangements Although there is a list of criteria, if the school is oversubscribed who decides which children get a place? HT confirmed that the decisions are with HCC Admissions. 14.2 Allergy Safety 14.3 Attendance – HT to update 14.4 Behaviour 14.5 Child Protection 14.6 Data Protection 14.7 Equalities 14.8 Low Level Concerns 14.9 Safeguarding 14.10 Special Educational Needs & Disabilities (SEND) 14.11 Whistleblowing Why are we continually reviewing policies? As strategic leaders of the school, the governing body must ensure that things we say we are doing are being done and policies are being applied. HT clarified that most policies adopted are from HCC. Some of those policies are received in a generic format where each school deletes information that is not applicable, for example, items that refer to secondary schools. However, key policies	HT

	such as Safeguarding, are not negotiable and are submitted to Governors for ratification exactly as they come from HCC. On occasion, the policy needs to be written from scratch to capture what is needed in our school's context, for example, the Equality Policy. The clerk asked if it would be helpful going forward, for her to add to the agenda if a policy is a model or a school specific policy. Governors agreed that this would be helpful. HT confirmed that all allergy training information that the school caterers Impact have for their staff, has been received. Additionally, checks have been done with all external providers that they have had the allergy training. JP left the meeting at 6.30pm	Clerk
15.	Any other agreed business Annex 18 Local Area Plan Consultation Eastleigh Borough Council Consultation CW has drafted a letter on how things affect our school. Governors agreed this letter was appropriate and should be submitted. Bollards along Hamble Lane The damaged bollards running along Hamble Lane are being removed and not being replaced; Highways have advised that they are not a safety measure and it is not clear why they were initially installed. A local group suggested several substitute options, for example a barrier however, due to lack of finances, a drop in speed limit to 20mph along the narrower footpaths nearer the secondary school, is a more realistic alternative. Whilst there are a few Year 6s who walk/cycle from Pilands Wood, the suggestion that a 20mph limit should be extended as far as our primary school was considered by HT and the Governors, to be unreasonable for local residents and businesses.	
16.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance ○ Many items were covered in depth: Governor monitoring, the SIP and multiple policies	
17.	Next Meeting: Tuesday, 20.10.26 Apologies were given in advance from the Chair and KT	
	The meeting concluded at 6.39pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
15.09.26/01	8.	Safeguarding Governors were reminded to send email confirmation to the clerk that they had read and understood KCSiE 2026.	ALL	As soon as possible.
15.09.26/02	10.	Governance – 10.2 Governor Monitoring Plan Clerk to create a monitoring reports folder on HSS so when a report is submitted, it will be saved with the papers for the next FGB and in this folder for easy access.	Clerk	COMPLETE
15.09.26/03	14.	Policies for Ratification The clerk asked if it would be helpful going forward, for her to add if a policy is a model or a school specific policy. Governors agreed that this would be helpful.	Clerk	Ongoing. COMPLETE
15.09.26/04	14.	Policies for Ratification - Attendance – HT to update	HT	For next FGB 20.10.26
14.07.26/01	8.	Safeguarding The most recent Safeguarding Report will be available for the next FGB 15.09.26. Clerk to ensure this is received from CC.	Clerk	COMPLETE
14.07.26/02	14.	Governance – 14.2 Monitoring Visits AY completed a visit last week, and her report will follow.	AY	COMPLETE
14.07.26/03	14.	Governance – 14.7 Vacancies JP offered to research links to volunteering websites, and we can recruit a new Co-opted Governor ideally with health and safety experience.	JP	15.09.26 – JP is still researching with a specific skills approach rather than just a broad description of being a governor. ONGOING
14.07.26/04	14.	Governance – 14.7 Vacancies Clerk to add vacancy to Hampshire Volunteers.	Clerk	ONGOING

Notable Dates for 2026/2027:

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)
15.09.26	Terms of Reference, Declaration of Interests, KCSiE, Annual Safeguarding Return	01.09.26	08.09.26	11.09.26	22.09.26	29.09.26
13.10.26	Skills Audit, Pay, HT Report	29.09.26	05.10.26	09.10.26	20.11.26	*03.11.26
17.11.26	Budget Revision, HTPM Panel, Pupil Premium Statement, FGB Annual Training	03.11.26	10.11.26	13.11.26	24.11.26	01.12.26
19.01.27	SFVS Submission	05.01.27	12.01.27	15.01.27	26.01.27	02.02.27
02.03.27	HT Report, SFVS Revision	*09.02.27	23.02.27	26.02.27	09.03.27	16.03.27
20.04.27	Budget Setting	*23.03.27	13.04.27	16.04.27	27.04.27	*05.05.27
18.05.27	Agree FGB dates 2027/2028	04.05.27	10.05.27	14.05.27	25.05.27	*08.06.27
15.06.27		*25.05.27	08.06.27	11.06.27	22.06.27	29.06.27
13.07.27	HT Report	29.06.27	06.07.27	09.07.27	20.07.27	*Asap

*Dates allow for school holidays & bank holidays

Keeping Children Safe in Education (KCSiE)
Head Teacher Performance Management (HTPM)
Schools' Financial Value Standard (SFVS)