

Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 14 July 2026, 5.00pm – 7.00pm
Minutes



Present:		
Claire Hall (CH)	Staff Governor	
Claire Hewitt (HT)	Headteacher	
Andy Howells (AH)	Parent Governor	Left at 6.30pm
Emily Mackay (EM)	Parent Governor	
Jenni Piper (JP)	Co-opted 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	Resignation
Kirsty Taylor (KT)	LA Governor	Holiday

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.	New Co-opted Governor – Jenni Piper Annex 1 J Piper Governor Application Page 1 Annex 2 J Piper Governor Application Page 2 The Chair welcomed JP, and asked Governors to ratify her appointment as Co-opted Governor. Governors ratified this appointment.	
3.	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.	
4.	AOB items for this Agenda - Two Stage 2 complaints received – Governors to convene a Complaints Panel. - Attendance – Department for Education (DfE) Document	
5.	Correspondence No items of note were received.	
6.	Approval of Minutes of the last meeting 16.06.26 Annex 3 Hamble FGB Minutes 16.06.26 APPROVED The minutes were ratified as a true and accurate record of the meeting.	

7.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.	
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
9.	Headteacher's Report (written) – questions only Annex 4 HT report July 26 Annex 5 PDL Pupil Voice Looking at new starters with Education, Health & Care Plans (EHCPs) applied for; what is the special educational needs and disabilities coordinator's (SENDCo's) capacity? Our SENDCo is out of class. For September, it will only be new Year Rs as we know about everyone else and annual reviews are taking place now. Hampshire County Council (HCC) has allocated us an Inclusion Transition Practitioner (ITP) who works with children with high needs at pre-school. This is a new service and incurs no costs to the school. The ITP will visit the school every two weeks until Easter to check these children's transition to primary; they are already familiar with the children as they worked with them in the pre-school setting. Bearing in mind the financial challenges around EHCPs, is the school likely need temporary staff? We will need two or three as some children are funded for 1:1 support. Some of the children expected to join already have EHCPs however, we cannot meet their need, but we will work to get them a placement more suited to their needs. There appears to be significant movement of numbers throughout the school year. There was a period of new joiners as the school had spaces in Year 5 and Year 6 as they are a smaller cohort. Children do not tend to leave unless they move out of area. Looking at Benedict's Law and our food providers, are there updates needed for the appropriate service level agreements (SLAs)? We have an allergy policy already in place, but this is more around staff training which will be part of our checks in September. Also, outside agencies will need to add to part of our checks. HCC have issued a standard policy which we can adapt to Hamble Primary and there is a briefing on Friday. Do children bring snacks into school? The school does a lot of education with children around not sharing snacks. We are already a nut-free school and would respond in the same way for other allergies. Does the school need to do anything specific? Claire Wilding, School Business Manager, has done the training and will disseminate to all staff during the September inset training. Additionally, there will be full staff training on 30.09.26 from HCC. Our anaphylaxis kit is already in place at reception. Is one kit enough or should there be an additional one elsewhere in the school? EpiPens go with each child concerned so immediate action can be taken. Reception is not far to get to from any part of the school if emergency treatment is needed.	

Do we need an Allergy Governor?

This is something to consider within roles and responsibilities.

How is data collected for Pupil Voice?

This is informally gathered from each class. As part of Personal, Social, Health & Economic Education (PSHE), we collect feedback from children and all subject leads obtain feedback for their subject.

With regard to safeguarding the at risk groups, do we have many relationships with charities, for example, respite care for young carers (YCs)?

Referrals are currently made to Honey Pots and we receive lists via the District Heads meetings of agencies who offer help. We are fortunate that our current emotional literacy support assistant (ELSA) previously worked for Children's Services, so she has good knowledge to monitor this.

Are many children affected?

We have eight young carers, and children on Child Protection Plans (CPPs) and Child in Need (CiN) plans. We do more around supportive parenting.

Are all of the school's YCs self-reported?

The school has actively sought them out by sending a letter home outlining circumstances that the child may find themselves in. Parents have been receptive of this proactive approach. We also do extra things like boat trips for YCs and Pupil Premium (PP) children, as well as parent outdoor learning sessions; $\frac{3}{4}$ of those invited did attend and it is something we will repeat.

With the Year 4 multiplication checks, 15% are still below 20.

In this group, 8 children are below 20, 5 of whom have EHCPs. For Year 3 and Year 4, techniques are now engrained.

The Standard Assessment Tests (SATs) results have been delayed; how does this affect the school?

The School Improvement Plan (SIP) is a rough draft and we do not usually do much analysis before end of term anyway. It is more around children who missed by one or two marks, so we have until September now.

Those children having issues with phonics; is this affecting their reading?

Yes, so we look at why children are not making progress. Some are further up when they start making progress, so they could have been disaffected and not ready at that point. Some just take longer to process and forget what they are reading. It is about finding what the barrier is, sometimes, it is vocabulary. There is a catch-up program further up the school and if phonics does not work, we can try things like word recognition or learning words by shape, and this is based on the individual.

During the recent heatwaves, how does the school make decisions around closures, and are there any guidelines going forward?

There is no legal temperature to shut the school. Decisions were suggestions by local schools and risk assessing as settings are different. We also have to take into account the safety of staff as we have pregnant teachers, those going through menopause, and those taking certain medications. The hot weather was manageable at the end, but children were not learning and 40% of children did not attend school on the Friday of the last week.

	As the school cannot give much warning, is it worth making parameters as it is more likely to happen again? The school is looking into the possibility of purchasing portable air conditioning units however, one year cannot be classed as a trend. HT gave her assurance that the decision to close the school was not taken lightly. After considering several options such as half days, it was felt that the school would be asking parents to travel home at the hottest part of the day; some take the trains and these were also affected. Those children who receive free school meals, were sent the equivalent monetary value as a meal voucher. HT added that the only easy decision was around school uniform and the children were much more comfortable; as most families only have one set of PE kit, it was decided that children could wear their own clothes. Also, some children struggle to regulate with uniform as the expectation is to wear the jumper. The Chair suggested monitoring the rest of the summer, then perhaps doing a piece of work around costings of the units and extra utilities, ready for next year. Now that it has been confirmed to parents about mixed classes, has there been any feedback? Only one response has been received and that was around special educational needs (SEN) and support next year, not specifically around mixed classes. Are there any plans yet for the new SEND funding? £14k has already been received with clear guidance around what schools can spend it on; reports need to be completed on a template. There is a training need for staff of the Resource Provision (RP), so this can be used here. RP update is that the new start date is in November. Were there any issues with transition? Nothing in general for incoming children, but new friends will be the biggest issue. All positive feedback was received from The Hamble School; 8 out of 55 children are going to alternative secondary schools this year.	
10.	Budget/Staffing The school has to employ extra temporary learning support assistants (LSAs) as they will be attached to specific children, so we will be getting SEN funding for those. There were four interviews on Monday out of six applicants; there are two, possibly three roles. HT is meeting with the SEN team tomorrow and will confirm the amount of funding that will be awarded.	
11.	Review of Initial Data This will take place next term.	
12.	Approval of Draft School Improvement Plan (SIP) Annex 6 SIP – draft	

	HT explained that this is a rough draft of key actions (the ones we know we want in each section) without data and Ofsted priorities. There will be a separate plan for the RP and probably Early Years (EY). The Governance section is not yet completed however the Chair and CW will work on this over the summer to be ready for September. This will then be the responsibility of a small working group – AH, EM and CW. HT recommended reading the Leadership and Governance section of the Ofsted framework for guidance. HT requested that Governors approve the draft SIP in principle. Governors approved the draft SIP.	
13.	Data Protection Complaints in Schools - The Governor's Role Annex 7 Data Protection Complaints Procedure Guidance for Schools - 19 June The Chair summarised the purpose of the policy is to clarify that if the school mishandles personal information, it has to refer itself – a practise that is already in place, but this formalises the procedure. The Chair advised that the school will use the HCC model policy (separate from school complaints) and adapt it to Hamble Primary.	
14.	Governance 14.1 Monitoring Roles - To be reviewed in September for the short term until the Governing Body is back up to full capacity. - Chair to pick up Safeguarding in the meantime. - The head teacher performance management (HTPM) Panel cannot include a Parent Governor. We currently have two Governors which is enough for the time being until new Governors are recruited. - Health & Safety is a vital role – Governors were asked to consider volunteering for this; it is not necessary to have experience in this field as the audit involves following a checklist. 14.2 Monitoring Visits – AY completed a visit last week, and her report will follow. 14.3 Whole Governing Body Training – 8th December is Data, 16th March is Ofsted Prep. AH left the meeting at 6.30pm 14.4 Income Generation – next FGB when KT is present. 14.5 School Improvement Plan (SIP) – covered in item 12. 14.6 Skills Audit – not discussed. 14.7 Vacancies – There have been two resignations, CC due to his other commitments, and CH as she has taken on extra responsibilities in school.	AY

	The Staff Governor vacancy has been advertised and Georgie Walters, Year 5/6 Learning Leader and teacher, has volunteered. If there are no other applicants, then Georgie will be welcomed into that role at the next FGB 15.09.26. JP offered to research links to volunteering websites, and we can recruit a new Co-opted Governor ideally with health and safety experience. Clerk to add vacancy to Hampshire Volunteers.	JP Clerk
15.	Any other agreed business Annex 8 Spring Term Attendance DfE 15.1 Stage 2 Complaints Two separate complaints have been received from a parent, so a Stage 2 Complaints Panel needs to be convened. The Chair and AY volunteered, and KT will be asked if she wishes to be the third Governor when she returns from her holiday. A Governor asked if it is worth having a Governor with responsibility for complaints, as the procedure is under strict scrutiny, and this is the second complaint this year? The Chair will include this role in the review of roles in September. 15.2 Attendance HT has discussed the purpose of the Attendance Summary Report with KT (as part of her HT objectives), for support when KT does her monitoring visits. This report is released after every half term and will be used as a tool start HT's attendance analysis. The key headlines are overall attendance, and persistent absence figures compared with the national average. This information is automatically pulled across from our school system Arbor. Absence is shown in bandings so we can then view specific children and look how to improve. Currently, we have one child on reduced hours, one with medical issues and one who has emotional based school avoidance. The school knows the specific stories around the children and we can look at more detail on individual graphs on Arbor. Ofsted will unpick this data prior to an inspection; the school must evidence robust systems are in place and show improvement.	

16.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction • Holding HT to account for educational performance • Overseeing financial performance ○ A new Governor has been recruited ○ HT Report was scrutinized. ○ A Complaints Panel was formed. ○ Draft SDP was discussed ○ Benedicts Law was raised ○ Data Protection was reviewed ○ Staff wellbeing was examined ○ SIP was reviewed ○ Data and phonics were analysed	
17.	Next Meeting: Tuesday, 15th September 2026	
	The meeting concluded at 7.09pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
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	By next FGB 15.09.26
14.07.26/02	14.	Governance – 14.2 Monitoring Visits AY completed a visit last week, and her report will follow.	AY	By next FGB 15.09.26
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	By next FGB 15.09.26
14.07.26/04	14.	Governance – 14.7 Vacancies Clerk to add vacancy to Hampshire Volunteers.	Clerk	By next FGB 15.09.26
16.06.26/01	8.	Headteacher's Report HT to send out dates to Governors of end of year play, summer fayre (volunteers needed to run stalls) and Rock Steady.	HT	COMPLETE
16.06.26/03	11.	Monitoring Protocol Chair to feedback this conversation to KT.	Chair	COMPLETE
16.06.26/05	13.	Any other agreed business The Chair advised Governors of an ongoing parent complaint. Chair will respond to the parent.	Chair	COMPLETE

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

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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	Election of Chair & VC, Terms of Ref, Declaration of Interests	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	03.11.26	10.11.26	13.11.26	24.11.26	01.12.26
19.01.27		05.01.27	12.01.27	15.01.27	26.01.27	02.02.27
02.03.27	HT Report	*09.02.27	23.02.27	26.02.27	09.03.27	16.03.27
20.04.27	SFVS Revision	*23.03.27	13.04.27	16.04.27	27.04.27	*05.05.27
18.05.27	Budget Setting	04.05.27	10.05.27	14.05.27	25.05.27	*08.06.27
15.06.27	Agree FGB dates 2027/2028	*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

Schools Financial Value Standard (SFVS)