



Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 18 November 2025, 5.00pm – 7.00pm
Minutes

Present:	
Christopher Clark (CC)	Co-opted Governor
Claire Hewitt (HT)	Headteacher
Andy Howells (AH)	Parent Governor
Emily Mackay (EM)	Parent Governor
Kirsty Taylor (KT)	LA 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:	
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.	Welcome & Apologies Apologies were noted and accepted.	
2.	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.	
3.	AOB items for this Agenda <ul style="list-style-type: none"> • HT - Climate and Sustainability • HT - Inspection Data Summary Report (IDSR) (formerly known as the Data Dashboard) 	
4.	Correspondence To mark Trustees' Week, Minister for School Standards Georgia Gould OBE MP has shared a message of gratitude to trustees and governors across the country.	
5.	Approval of Minutes of the last meeting of 21.10.25 Annex 1 Hamble FGB Minutes 211025 APPROVED CT was incorrectly referred to as 'CB' throughout the minutes. Clerk to correct and repost the approved minutes. Otherwise, the minutes were ratified as a true and accurate record of the meeting.	Clerk
6.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.	

7.	<p>Budget Revision Annex 2 Confidential Finance monitoring visit report November This item was minuted separately as confidential.</p>	
8.	<p>Headteacher’s Report – verbal Appendix 1 S15141 Hamble Primary RP Modular Refurb 173 Proposed Plan Appendix 2 S15141 Hamble Primary Meeting Notes 20201008</p> <ul style="list-style-type: none"> • The learning support assistant (LSA) who is on long term sick, is close to a resolution; they are currently on zero pay. • The Year 1/Year 2 leader is on long term sick, and the school is claiming on its insurance; a supply teacher is in place until Christmas. • Inset next Monday – Ollie Precious, Assistant Headteacher will give a presentation on zones of regulation to the whole school. • Resource provision is currently at the public consultation stage. Hampshire County Council (HCC) have been into school to measure up and produce draft plans ready for the school to check. <p>What happens with the equipment assessment? Nothing until everything is agreed; we already have some furniture, but we will be applying for other items. The school will receive the money in April and HCC will pay half a term’s salary to HT to do the setting up.</p> <p>Will any staff training be paid for? HT replied that she was unsure, but she was aware that some funding comes via the Education Psychologist (EP). Also, it is difficult to know what is needed until the specific children are identified.</p> <ul style="list-style-type: none"> • All performance management meetings are complete. • The special educational needs and disabilities coordinator (SENDCo) is doing portage training. • Hampshire County Cricket Club have been coming into school and doing workshops. • £1,604 has been raised in commission from the book fayre and this will be used to fund books. • Year R school tours for September 2026 have started. • There is a pantomime in school on Friday which has been paid for by pupil premium money. <p>Has there been problems with the school drains? No, the toilets will be adapted with the refit for the resourced provision and drains were mentioned within the discussion with the team about historical drain problems</p>	
9.	<p>Safeguarding CC confirmed that during his visit to school on 15.10.25, he reviewed the single central record, and he confirmed that all information is up to date.</p>	
10.	<p>Policy Review and Approval</p> <ul style="list-style-type: none"> 10.1 Charging & Remissions 10.2 Governor Allowances 10.3 Lone Working 	

	<p>The policies were not available for this meeting, so they will be carried forward to the next FGB Agenda 20.01.26.</p>	Clerk
11.	<p>Governance</p> <p>11.1 Role Profiles</p> <p>Annex 3 Role Description - Chair of Governors Annex 4 Role Description - Governor Annex 5 Role Description - Finance Committee Annex 6 Role Description - Governor Development Governor Annex 7 Role Description - Head Teacher Performance Management Committee Annex 8 Role Description - Health Safety Link Governor Annex 9 Role Description - Safeguarding Governor Annex 10 Role Description - SEND and Pupil Premium Link Governor Annex 11 Role Description - Staff Governor Annex 12 Role Description - Vice Chair of Governors</p> <p>Documents have been formulated by CW, and comments are welcomed as they are a working progress. CW will look at what training is needed now. The documents quote that Governors have financial and strategic oversight; is this the correct terminology or should it be something more detailed? No, this is the correct formal term.</p> <p>11.2 Monitoring Visits</p> <p>Annex 13 Attendance Monitoring Report 15.10.25 Annex 14 H&S Audit 15.10.25 Annex 15 Safeguarding Visit Annual Report Sept 2025 Annex 16 SEND Monitoring Report 15.10.25</p> <p>Attendance - KT highlighted that attendance at the time of her visit, was 96.4% which is just above national at 95.5%. Attendance figures are now published in the fortnightly newsletters, and the attendance award has proved popular.</p> <p>H&S Audit - CC reported:</p> <ul style="list-style-type: none"> • There were no major injuries. • Fire drill procedures were discussed which was timely as there was an alarm the previous day; the school was evacuated in under two minutes which was outstanding as it was the first time for Year R. HCC are integrating the huts onto the school's fire system – they currently have their own alarms. • The school is now saving money on portable appliance testing (PAT) as the caretaking team have both completed training. • The school emergency plan and risk assessments were reviewed. <p>When was the school evacuation procedure last reviewed? The plan for evacuation points, alternative assembly sites etc. is reviewed annually.</p> <p>Is there a lockdown plan and are there drills for this? There is a plan, and drills do take place however, the children are told when there is a practise so as not to make them anxious. The school also notifies parents afterwards.</p> <p>11.3 Whole Governing Body Training Discussed in item 6.</p>	

	<p>11.4 Income Generation Discussed in Item 7.</p> <p>11.5 School Improvement Plan (SIP) Nothing was discussed.</p> <p>11.6 Skills Audit Annex 17 Governor Skills Analysis 2025 v2 The Chair noted that some areas scored 2s and 3s. Governors to review the analysis and consider if additional training is required so areas of focus can be discussed at the next FGB 20.01.26.</p> <p>In terms of the Governor Development Plan, The Chair suggested that certain Governors could focus on areas such the appeals panel, disciplinary panel, pay committee etc. and this could possibly be added to Governor Roles. Clerk to add to Agenda 20.01.26.</p> <p>11.7 Vacancies Discussed in item 6.</p>	<p>All</p> <p>Clerk</p>
<p>12.</p>	<p>Any other agreed business</p> <ul style="list-style-type: none"> • Climate and sustainability strategy – every school has to have a designated person, so the school’s Science Learning Leader has taken on the responsibility and completed training last week; ideally a Governor would be linked to the school’s plan for oversight and attend the Eco Team meetings. • IDSR school information dashboard – The data summary report is now available and details information on vulnerable pupils, school context, attendance etc. This report contains information already shared with Governors via the HT Report so is more up to date than this publication; data is based on the census. Governors were asked to familiarise themselves with the information/data shown, for the next FGB 20.01.26. Ofsted will look at this information before they come for an inspection, so it can be unpicked further when the school is in the Ofsted window. HT to upload front page for the next FGB 20.01.26. 	<p>HT</p>
<p>13.</p>	<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 ○ Scrutinized the budget revision and discussed finances ○ Reviewed monitoring visits ○ Discussed role descriptions ○ Appraised the school’s current status through the HT report 	
<p>14.</p>	<p>Next Meeting: Tuesday, 20.01.26</p>	
	<p>The meeting concluded at 6.53pm</p>	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
18.11.25/01	5.	Approval of Minutes of the last meeting of 21.10.25 CT was incorrectly referred to as 'CB' throughout the minutes. Clerk to correct and repost the approved minutes.	Clerk	COMPLETE
18.11.25/02	10.	Policy Review and Approval The policies were not available for this meeting, so they will be carried forward to the next FGB Agenda 20.01.26.	Clerk	COMPLETE
18.11.25/03	11.	11.6 Skills Audit The Chair noted that some areas scored 2s and 3s. Governors to review the analysis and consider if additional training is required so areas of focus can be discussed at the next FGB 20.01.26.	All	For next FGB 20.01.26
18.11.25/04	11.	11.6 Skills Audit In terms of the Governor Development Plan, The Chair suggested that certain Governors could focus on areas such appeals panel, disciplinary panel, pay committee etc. and this could possibly be added to Governor Roles. Clerk to add to Agenda 20.01.26.	Clerk	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	For next FGB 20.01.26
21.10.25/01	9.	Governance – 9.1 Role Profiles Clerk to formulate a beginners step by step guide to HSS.	Clerk	HSS is currently undergoing some updates, so guides will be presented at FGB 20.01.26. ONGOING
21.10.25/02	9.	Governance – 9.1 Role Profiles Clerk to prepare a document around guidance on declarations of pecuniary interests and understanding the Keeping Children Safe in Education (KCSiE) document.	Clerk	For next FGB 20.01.26 ONGOING
21.10.25/03	9.	Governance – 9.2 Monitoring Roles Monitoring Roles – to be discussed when Role Profiles are established. CW to bring draft document to next FGB 18.11.25.	CW	Covered on the Agenda 18.11.25, Item 11. COMPLETE

21.10.25/04	9.	Governance – 9.3 Monitoring Visits CC completed a Health & Safety Audit - report to follow.	CC	Covered on the Agenda 18.11.25, Item 11. COMPLETE
21.10.25/05	9.	Governance – 9.3 Monitoring Visits KT completed a monitoring visit focussing on attendance - awaiting report.	KT	Covered on the Agenda 18.11.25, Item 11. COMPLETE
21.10.25/06	9.	Governance – 9.3 Monitoring Visits EM will visit school on Friday to monitor the provision for children working in alternative areas, which ties in with School improvement Plan (SIP) monitoring.	EM	Report to follow ONGOING
21.10.25/07	9.	Governance – 9.3 Monitoring Visits Pupil progress meetings - 11 th November at 1pm for Year 3 & 4. AY volunteered to attend the first meeting.	AY	Report to follow ONGOING
21.10.25/08	9.	Governance – 9.3 Monitoring Visits Pupil progress meetings - 17 th November at 9.30am for Year 5 & 6. CB will attend the second date.	CB	Report to follow ONGOING
21.10.25/09	9.	Governance – 9.4 Whole Governing Body Training Governors suggested as an alternative, something around more effective monitoring in line with Ofsted expectations, for example, how to ask probing questions and being sensitive to strategic vs operational. CH to look into booking options for February 2026.	CH	For next FGB 18.11.25 Preliminary booking for 26.02.26 ONGOING
21.10.25/10	9.	Governance – 9.7 Skills Audit – CB to complete audit. Clerk to bring analysis to the next FGB 18.11.25.	CB/Clerk	For next FGB 18.11.25 COMPLETE
21.10.25/11	9.	9.8 Vacancies – 1 x Co-opted due to recent resignation. CW offered to get in touch with his CooperVision contact with a view to advertising the vacancy.	CW	Advert with CooperVision and Parish Magazine. COMPLETE
21.10.25/12	9.	9.8 Vacancies – 1 x Co-opted due to recent resignation. Chair to place vacancy in parish magazine.	Chair	ASAP COMPLETE
16.09.25/04	11.	Review and Approve Terms of Reference and Procedures 11.1 Terms of Reference. Clerk to bring to next meeting.	Clerk	Governors present signed document. Clerk to bring to next FGB for remaining Governors. COMPLETE
16.09.25/05	11.	Review and Approve Terms of Reference and Procedures 11.2 Agree Governors' Code of Conduct – Clerk to bring to next meeting.	Clerk	COMPLETE
16.09.25/12	12.	Governance 12.7 Vacancies	CW	ONGOING

		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.		
15.07.25/02	11.	Governance - Skills Audit Governors were asked to complete the audit and return to the Clerk by 15.08.25.	CB/Clerk	COMPLETE
15.07.25/04	11.	Governance CH to set up spreadsheet for tracking training.	CH	ONGOING
10.06.25/05	12.	Governance - Monitoring Roles All governors to read SEN Code of Practice and attend SEND training by October (due to training dates available).	All	Governors were reminded that it is mandatory to complete the SEN training. Governors who have not yet done so, must book themselves on to the HCC course via HSS, scheduled for 12.02.25. CB to book. ONGOING

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