

Hamble Primary School
FULL GOVERNING BODY MEETING
Tuesday, 20 May 2025, 5.00pm – 7.00pm
MINUTES



Present:		
Natalie Emmett-Callaghan (NEC)	Co-opted Governor	Joined at 5.20pm
Claire Hall (CH)	Staff Governor	
Claire Hewitt (HT)	Headteacher	
Emily Mackay (EM)	Parent Governor	
Kirsty Taylor (KT)	LA Governor	
Christian Walton (CW)	Vice Chair	
Lynn Whitaker (Chair)	Chair (Co-opted Governor)	Left at 6.50pm
Annie Yuratich (AY)	Co-opted Governor	
In attendance:		
Susannah D'Souza	Local Authority Clerk	
Alex Turner (AT)	English Lead	Left at 5.45pm
Apologies:		
Christopher Clark (CC)	Co-opted Governor	
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
1.	Welcome & Apologies Apologies were noted and accepted.	
2.	English Lead Presentation on Relevant Element of the SIP – Alex Turner Appendix 1 Presentation from English Lead <i>Do you get a feeling for how much children are encouraged at home?</i> Parent engagement is strong in Years 1 & 2. <i>Do dyslexic children miss out on the book raffle?</i> No, as tickets are awarded on the amount of reading whatever is accessible to them. <i>Who is monitoring the niche children?</i> The responsibility is with their teachers. NEC joined the meeting at 5.20pm <i>Has reading enjoyment decreased for any particular reason?</i> Some children prefer to engage with technology. <i>Are the editing prompts just in used in English lessons?</i> As this method becomes more embedded, it will automatically carry over to other subjects and at any time the children are writing. AT left the meeting at 5.45pm	

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 CW wished to give an update on the quarry appeal.	
5.	Correspondence Appendix 2 Letter from Hamble Residents 15.05.25 – will be covered in item 15.	
6.	Approval of Minutes of the previous meeting of 25.03.25 Annex 1 Hamble FGB Minutes 25.03.25 FINAL The minutes were ratified as a true record of the meeting.	
7.	Actions – see Action Tracker Action points were discussed, and timescales/statuses were updated accordingly.	
8.	Budget Setting Annex 2 May budget revision - Currently, the school is in a great situation with teachers and the budget position however, it is predicted that the school will go into deficit in the succeeding years. The biggest cost to the school is staff, and all cuts that could be made, have already been made; the non-funding of pay rises but the government is only adding to the problem. - The budget is fine until the next cycle which shows a surplus of around £45k however, things can change at any point, for example, if a member of the senior leadership team (SLT) resigned. - Some contracts are due for renewal next year, for example, ICT which is a big expense, so priorities for the school will need to be assessed. An idea for raising funds has been put forward; as we are in a reasonably well off area commercially, perhaps the school can create packages for sponsorship and approach local businesses. For instance, the school could approach CooperVision as a large local employer of families with children at the school, to sponsor a particular thing such as ICT contracts for a year. The scheme could take the form of a ‘shopping cart’ and would also be communicated to parents as they may have some leverage with their employers. It could be marketed that this would help with retention of their workforce if their families were happy. - The school will continue to fill their published admission number (PAN) by attracting children out of catchment, but birth rate is still falling. A strategic decision will need to be made soon: does the school want to continue with the quality of education they are providing or spend within their means and live with consequences. Will resourced provision help with the budget? It will benefit the school to an extent. Are other Hampshire schools in a similar position? Of those schools locally, there is a mixture of deficit and surplus budgets. If a school does go into a deficit budget, they have a legal obligation to formulate a recovery plan to get themselves back to a credit balance.	

	When is it anticipated that a recovery plan will be needed for Hamble Primary? Next year will show a deficit at the end of year 1, so the Chair will need to prepare a plan. Budgets are always planned for worst case scenarios as there are so many variables such as catering costs and resourced provision (how many children is yet to be decided); these are unpredictable times along with the possibility of devolution. The budget review in November will give a clearer picture and the Chair can start working on a plan if necessary. HT to prepare a list of suggested packages of sponsorship and email this to Governors with School Development Plan (SDP). Clerk to add item to the June Agenda item.	HT Clerk
9.	Safeguarding CC has submitted a detailed monitoring report (Annex 6).	
10.	Headteacher's Written Report – questions only Annex 3 HT report May • An appointment has been made today for maternity cover next year. • Another maternity position is to be advertised, with a start date of September for a handover period until October. • Lots of staff sickness last week, or absence due to their children being ill. • The increase in special educational needs (SEN) is a rise in those on the SEN register due to additional needs; rising from 55-68 children. Of these, there are a couple with Educational Healthcare Plans (EHCPs) in draft, and one child who we cannot meet their needs. There are nine children on the waiting list for Year 6; why is this as it is very late in the year? Two reasons; a few siblings have started in lower years and realistically, families know they are not going to get a place, and secondly, some children have been on the list for a while and families have neglected removed them. Why is there a Year 5 pupil on reduced hours? This is an existing child who has mental health issues. What is in place for the learning support assistant (LSA) who is on long term absence? The school is managing internally. Can you tell Governors about the reported incident of racial literacy? This involved one child who made a comment they did not feel could be a racist comment as they are of a non-white British ethnicity themselves. HT proposed a training session for staff on appropriate language to use so they are confident to discuss things sensitively and not cause offence with families. The trainer she has in mind, can also work with older children, and present an assembly. There is a cost associated with this, so it may not be able to happen; perhaps this could be a possible sponsorship package. Is there any feedback from the Year 1 & 2 litter study? The main focus raised by children was the location of existing bins and where they felt there should be more bins. This information has been shared with the Parish Council.	

11.	Headteacher's Update – Resourced Provision A site visit took place today, and the consultation has started. The proposal is for the far modular building to be utilised as children can have their own area; this will need a higher fence so the garden area can be used safely. A couple of other changes will be needed: changing of one of the toilets to a staff toilet, and the building of an internal wall to create an office space. As these are simple changes, the area will continue to be used as classrooms until July 2026. <i>How will the anticipated start up resources be spent?</i> Money is allocated for building work and resources such as furniture. In addition, the special educational needs (SEN) team have catalogue of equipment and HT has prepared a list of everything required.	
14.	Proposed Inset Days 2025/2026 These dates have been based on the usual schedule: • 03.09.25 Safeguarding training and curriculum • 24.11.25 Long Autumn term, good time for training and review • 20.03.26 Cluster training with speaker booked • Long weekend in June Governors agreed those dates, so HT to distribute to parents. The Chair left at 6.50pm CW as Vice Chair, took over the meeting	
12.	Policy Review and Approval Annex 4 Site security policy 1. Site Security – minor changes e.g. changing Scopay to Arbor. <i>The policy does not specify where to go in an emergency?</i> There is a separate policy for this. Governors ratified this policy without objection.	
13.	Governance 1. Monitoring Roles 2. Monitoring Visits Annex 5 H & S Audit March 2025 Annex 6 Safeguarding Audit March 2025 Annex 7 SATs Monitoring Annex 8 School Assembly April 2025 Annex 9 Year 1 and 2 monitoring HT commented that the system of scheduled dates is working well with Governors and the school staff. In addition to monitoring visits, HT reiterated that all Governors are always welcome to attend Friday assembly 9am-9.30am. CW expressed his thanks to Governors for submitting their visit reports so promptly. He suggested the addition of headlines of the reports which could be added to the minutes which will then give the opportunity for questions. HT to send out dates for the next half term. 3. Skills Audit – covered in actions	HT

15.	Any other agreed business Appendix 2 Letter from Hamble Residents 15.05.25 In response to the correspondence received by HT from the Hamble Residents Group, CW proposed that he should write a letter of complaint to the CEO of Hampshire County Council (HCC) to express the astonishment and disappointment that procedural errors have been made; mainly that the regulatory committee have not been informed of HCC's intentions. Additionally, CW will highlight the lack of support from HCC; Hamble Primary School and The Hamble School are the responsibility of HCC, yet they and the community are not being supported in their opposition to the quarry. Who is holding HCC to account? CW will attend a further scheduled meeting. Governors agreed for CW to go ahead with the letter on behalf of the Governing Body.	
16.	Effective Governance Evidenced in this Meeting • Clarity of vision, ethos and strategic direction – the staff restructuring was approved in principle. • Holding HT to account for educational performance: - The English presentation showed data - The HT's report was thorough - Monitoring visits were reviewed • Overseeing financial performance: - The budget was scrutinised - Actions to alleviate financial issues were discussed - The possibility of having to formulate an action plan was deliberated	
17.	Proposed Restructure Annex 10 Restructure report This item has been minuted separately as confidential.	
18.	Next Meeting: Tuesday, 10.06.25	
	The meeting concluded at 7.10pm	

Action Tracker

Action Ref.	Item	Action	Lead	Timescale/status
20.05.25/01	08.	Budget Setting HT to prepare a list of suggested packages of sponsorship and email this to Governors with School Development Plan (SDP).	HT	
20.05.25/02	08.	Budget Setting Clerk to add item to the June Agenda item.	Clerk	COMPLETE
20.05.25/03	13.	Governance Monitoring Visits HT to send out dates for the next half term.	HT	
25.03.25/01		Statutory list – LW/CW to meet with HT. What can be delegated?	LW/CW	ONGOING
25.02.25/02	04.	HT to ensure all Governors have access to The Key for resources.	Clerk	Asap – HT looked into this and cannot add Governors to The Key for School Governors. Clerk is admin for this so will need to add new Governors onto this. Existing ‘old’ Governors still have access. 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 – needs to happen. LW to email to ensure this is coordinated. 20.05.25 Appendix 3 Strategic Development Plan: 2024-2027, needs to be reviewed by all Governors to establish how to turn this document into actions. Governors to send any suggestions on how to meet these points to the Clerk. Item for next FGB. ONGOING
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	Meeting has taken place using guidance from The Key. Chair and Vice to meet with HT to map out timeline. ONGOING

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 COMPLETE
26.11.24/02	13.	Governance 13.4 Skills Audit	Clerk	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 20.05.25 - Clerk to send templates to Chair & Vice COMPLETE
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. 20.05.25 roles to be reviewed in September. 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