



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 15 July 2025 at 6pm in School

Date: 15 July 2025	Start time: 6.00pm	Finish time: 7.50pm
Present		Apologies
John Paterson (JSP) Head Teacher	Emily Sandoval (ES)	Nina Cawley (NC)
Sam Lee (SL) Chair	Anna Walklate (ARW)	Steve Tooke (ST) Vice Chair
Ian Wollam (IW)	Olivia New (ON)	In attendance
Andrew Wilkinson (AW) Vice Chair	Bobbie Branson (BB) from 6.15pm	Caroline Brownlie (CB) Clerk
Tanya Clay (TC)	Hannah Horner (HH) from 6.20pm	Kirsten Cook (KC) for items 1 and 7 only

Item	Subject	
1	Start	
1.1	<u>Welcome and apologies</u> Everyone was welcomed to the meeting. Apologies were received and accepted from NC and ST. The meeting was noted as quorate.	
1.2	<u>Prayer</u> A prayer was led by IW.	
2	Register of pecuniary interests/conflicts of interest No new declarations made.	
3	Minutes of previous meeting held on 13 May 2025	
3.1	<u>Approval</u> The minutes from the FGB held on 13 May were approved and will be signed electronically.	
3.2	<u>Actions and matters arising</u> See action log.	
4	Safeguarding	
4.1	<u>Update on action plan</u> JSP will be taking on BL's safeguarding role within school from September. Q: Who will take on the role if JSP is not available? A: The school SENDCo will take up the duties. Current family links will remain and handover notes are comprehensive to allow this to happen.	
4.2	<u>Review of safeguarding arrangements (audit to be completed by 30 September)</u> An audit is due to be completed before the end of the 2024/25 academic year. JSP and SL to check this. Q: In a week, how many hours would be dedicated to any needs occurring? A: ELSA hours contribute to supporting the needs along with 2 or 3 hours of from SLT. There is an increasing expectation of schools to support families with a wider range of emotional and social need and	



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	support.	
5	SEND	
5.1	<p><u>Report from designated teacher for Looked after Children (LAC)</u> Governors found the LAC report very useful to read.</p> <p>School knows the complex challenges associated with supporting the LAC and a lot of work is put in to ensuring their time in school is valuable. Thanks were given to the school team for the work they do to support the children.</p> <p>Emotional support for staff was considered in the form of supervision.</p> <p>A governor noted that although not all the outcomes were academic, there were still some significant outcomes that the team should be congratulated on.</p>	
5.2	<p><u>General update</u> There is a Pupil Premium meeting planned for 16.07.2025</p> <p>Thanks were given to Katherine Burdett for the dedication to the role. The distribution of work within the SENDCo role was discussed. Governors were keen to ensure that the SENDCO and staff were taking on the correct work within their roles without being overloaded.</p> <p>It was confirmed that Trick Box continues to be implemented throughout school and TAs have received sufficient training and support for their roles.</p>	
6	HT report	
	<p>The report was available for governors to view on HSS prior to the meeting.</p> <p>Key points within the report were summarised. YrR data is strong but KS2 data was not as expected and known reasons will be looked into to plan future improvements. Standardised score recording was discussed to ensure the data reflected achievements accurately. Maths intervention groups have helped improve the arithmetic scores. Reading interventions groups will be considered.</p> <p>Q: Does Swanmore College report to school on their view of how prepared the Yr6 children are for secondary school? A: This has been asked for in the past, but no information has been received.</p> <p>Governors were informed that Ofsted may look at the school's data but this would be to see trends over multiple years.</p> <p>Q: How will we know if the strategies in place are working? A: Meetings with staff will take place to identify and target children who need focussed help.</p> <p>Data comparisons were discussed between KS1 and KS2. It was explained to governors that actual progress is complex to measure and analyse because there isn't official data from KS1 as they are no longer tested.</p>	
7	Finance (taken after item 1)	AW
7.1	<u>24/25 budget update from the F&B meeting</u>	



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	There were no significant changes to report in the budget at this stage in the year.	
7.2	<p><u>Sports and PE Premium</u></p> <p>Circa £18,000 in sport and PE premium will be available to school. The online reporting form is being completed with the PE lead to record what the money has been spent on. £8000 has been received so far with the remainder of the funding coming in April. The amount we receive is based on NOR in years 1-6.</p> <p>Q: Can money be withdrawn if it is not spent properly?</p> <p>A: This is not thought to be the case.</p> <p>ACTION: Report will be shared with governors once complete.</p>	KC
7.3	<p>(BB joined the meeting from this point)</p> <p><u>Hampshire County Council Service Level Agreements (HCC SLA)</u></p> <p>Staff absence insurance scheme – the advantage of using Education Mutual over HCC was presented to the board. Recommendations were made based on the current staff absence trends. The benefits to the staff were explained (eg Health and Wellbeing, 24/7 GP, flu vaccinations).</p> <p>(HH joined the meeting from this point.)</p> <p>Q: Have other schools used Education Mutual?</p> <p>A: Lot of schools have rated them highly. They are a non-profit company so appear to be more beneficial to school.</p> <p>Governors were impressed with the overall package. 31 August 2025 is the notice deadline to end the current HCC contract. The current contract ends on 31 March 2026. There is a maternity pay difference between the contracts but with the current profile of staff the risk is low.</p> <p>AGREEMENT – Governors agreed to give notice to HCC and use Education Mutual. The cover package doesn't need choosing until March.</p> <p>Buildings – Information was available in the HT report regarding the buildings SLA and the current HCC buildings SLA was further clarified to governors. HCC require a long notice period. The risks with the change are higher with a building contract compared to the staff sickness contract. The school intends to get work completed before a change in contracts is implemented.</p> <p>Governors would like to scrutinise both contracts before a final decision is made.</p> <p>ACTION: Comparison paperwork to be made available.</p>	JSP/KC
8	Governor Business – Chair's report was shared with governors	
8.1	<p><u>Training attended</u></p> <p>H&S (TC)</p> <p>EBSA via NGA (TC)</p> <p>Governors were informed about the availability of 45 minute 'lunchtime' training sessions available through NGA.</p> <p>ACTION: H&S walk to be planned</p>	ES
8.2	<p><u>Visits – verbal updates</u></p> <p>Governors' day was seen as a success and elements will be improved for next year to provide more interaction from governors. Governors were enthusiastic about making the session a success and</p>	



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	<p>creating positive links between them and the staff/children.</p> <p>Learning walk themes to continue to be captured from September.</p>	
8.3	<p><u>Governing Board Self-Evaluation</u></p> <p>A self-evaluation questionnaire was distributed to governors and thanks were given for completing this. A collated results and a feedback session was provided by the NGA. The report is available on HSS.</p> <p>Training expectations should be a focus, with governors taking personal responsibility for their training.</p> <p>Governors were happy to link in pairs to check progress with a list of suggested points to discuss.</p> <p>ACTION: Strategy session to be arranged.</p>	ST
8.4	<p><u>2025-26 calendar</u></p> <p>The calendar was available for governors to view before the meeting and sets out the reduced number of committee meetings due to a trial of the flat structure.</p> <p>Governors' Day date to be added.</p>	
8.5	<p><u>Board structure from Sept and vacancies</u></p> <p>Governors were updated that Rev Andy Davis (who was the vicar at St Barnabas and ex-officio governor) will no longer be in office due to ill health retirement. He has been removed as a governor from HSS and the diocese are in the process of recruiting a new vicar.</p> <p>A new foundation governor will be joining the board from September meaning there are no current vacancies.</p>	
8.6	<p><u>Re-election of officers</u></p> <p>Governors confirmed they were happy to continue in their current roles on the Finance & Buildings, and Pay & Personnel committees. These will be clerked meetings.</p> <p>ACTION: Confirm governor committee members to all.</p> <p>All other meetings will be 'focus groups' and members will be dependent on availability. Notes will be taken by a Governor and a summary reported back to the board at the next scheduled FGB.</p> <p>The Chair and Vice of the Full Governing Board were available for election at the end of the academic year. The current Chair and Vice were happy to stand again. The board unanimously re-elected SL as Chair and ST as Vice of the Full Governing Board for the 2025-26 academic year.</p>	SL
9	School Improvement	
9.1	<p><u>Subject links</u></p> <p>Governors were reminded that behaviour scores are to be asked for at visits.</p> <p>Wish list – an iPad in each class, a learning walk focused on RE visit and governors to look at RE floor books.</p> <p>Governors were reminded that they are welcome to visit school for worship sessions at any point.</p>	



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	<p>P4C was seen as a strong element within school and governors thought a P4C learning walk would be beneficial.</p>	
9.2	<p><u>Lunch timings</u></p> <p>Suggested changes were presented to the board to increase lunchtime enjoyment for all and positive behaviour. The main change is to reduce lunch from 1hour 5 mins to 45mins and overlap the time EY, KS1 and KS2 are interacting.</p> <p>Q: How long are current breaks, and how much overlap is there? A: 1 hour 5 minutes, with some younger children going in earlier for quiet time.</p> <p>Q: How does reducing the lunch length increase the quality of play and improve the lunch experience? A: Smaller sessions for eating will create a calmer atmosphere. Staff can help supervise children to promote better meal time etiquette. Less children increases the adult to child ratio. Keeping children busier for a shorter amount of time would expectantly reduce the number of negative interactions.</p> <p>Q: Are there any downsides to reducing the length of lunch we should consider, other than the financial impact? A: The '1265' (directed teacher hours per academic year) is the main consideration. Staff feedback is still under review and staff contracts will need to be looked at. Costs have been considered with a potential change of contracts.</p> <p>Q: How will this benefit the teachers? A: Before the official staff consultation there have been mixed views depending on individual circumstances. There are staff personal benefits to the current longer lunch time, but there are behaviour related considerations for staff ie having to resolve negative lunch time behaviour in teaching time.</p> <p>Q: Will the change effect the lunch clubs? A: The timings can be worked out to ensure the clubs can still run.</p> <p>Education Personnel Services have no objections to the change, however the '1265' has to be checked.</p> <p>Q: What happens if staff are unsure of this option, and the general thought is not to go ahead? A: If lunchtime is not changed then the problems will stay the same. Staff are reassured that it is a trial, and a year is suggested to ensure all 3 terms can be experienced with the new timings.</p> <p>A governor noted that if a school day was designed from scratch, it would not include 1 hour and 5 mins of lunch, so to improve lunch time for all, something different has to be tried. It was noted that other schools have 45mins for lunch.</p> <p>Governors agreed to progress the plan to implement changes for a trial period of a year, but would like feedback on the staff lunchtime meeting and clarification around the '1265' rule.</p> <p>ACTION: Feedback on the lunchtime staff meeting and '1265' for governors to review.</p>	JSP



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10	Risk register	
	Governors were updated on the risk register which was available to view on HSS. ACTION: Governors to let IW know the items they can lead on Thanks given to the committee for their work on the risk register.	All
11	Policies and Procedures	
11.1	Absence – approved at P&P	
11.2	ECT – approved at P&P	
11.3	Health and Safety – move to next FGB (H&S focus group)	
11.4	Premises Management - move to next FGB (H&S focus group)	
11.5	Supporting Pupils with Medical Conditions - move to next FGB (H&S focus group)	
11.6	RE – in progress to be updated	
12	AOB	
	Thanks given to the work of the governors this academic year.	
13	Impact of meeting	
	Accountability/compliance – Approval of policies and plan to change provider for Staff Absence insurance. Election of chair and vice chairs. Strategic leadership – Challenge around data and effectiveness of intervention strategies. Governing board self evaluation People – considering the workload of the SENDCo, and staff with a reduced lunch time proposal	
Minutes approved by the Full Governing Body on 7.10.2025 (Chair - Sam Lee)		