



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 7 October 2025 at 6pm in School

Date: 7 October 2025	Start time: 6.00pm	Finish time: 7.25pm
Present		In attendance
John Paterson (JSP) Head Teacher	Bobbie Branson (BB)	Caroline Brownlie (CB) Clerk
Sam Lee (SL) Chair	Anna Walklate (ARW)	Kirsten Cook (KC) to the end of item 4 only
Steve Tooke (ST) Vice Chair	Olivia New (ON)	
Andrew Wilkinson (AW) Vice Chair	Hannah Horner (HH) until 6.55pm	
Ian Wollam (IW)	David Bakewell (DB)	
Tanya Clay (TC)		

Questions submitted and answered in advance are highlighted in blue

Item	Subject	Actions
1	Start	
1.1	<u>Welcome and apologies</u> Everyone was welcomed to the meeting. The meeting was noted as quorate. A new governor was welcomed to the meeting and introductions were made.	
1.2	<u>Prayer</u> A prayer was led by SL.	
2	<u>Register of pecuniary interests/conflicts of interest</u>	
	All governors should confirm any pecuniary interests or conflicts for the year and update their HSS profile or let the clerk know.	
3	<u>Minutes of previous meeting held on 15 July 2025</u>	
3.1	<u>Approval</u> The minutes from the FGB held on 15 July 2025 were approved and will be signed electronically.	
3.2	<u>Actions and matters arising</u> See action log.	
4	<u>Finance</u>	
	<p>Budget figures were given to the board, and an update from the F&B meeting. The draft minutes of the last meeting were available for governors to view on HSS.</p> <p>The recent census day recorded 409 children on role which is one less than last year.</p> <p>No further questions were asked.</p> <p>QUESTIONS:</p> <ul style="list-style-type: none"> On the latest dashboard it is noted that the expenditure to date for supply teachers is £15336 against a full year budget of £18400. From the F&B minutes school are expecting supply costs to reduce, however there is only £3K of budget left for two terms - what are the estimated full year supply costs to be (& appreciate sickness levels etc are unknown). <p>ANSWERS:</p>	



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	<ul style="list-style-type: none"> One HLTA has started this term and a TA who has been appointed two days a week can also provide additional cover when needed on Wednesdays at HLTA rate. Both are qualified teachers. This has increased our capacity to cover teachers without the need to go to external supply agencies, as we had hoped. Additional meetings requiring class cover have been arranged when these two members of staff are available which has also meant we haven't had to rely on external supply. We will have to increase the budget for supply at budget revision in order to cover the remainder of the financial year for both known events such as training and the Wales residential, but also in anticipation of any sickness cover that we cannot foresee. The budget revision over the next week or so will indicate what the year-end figure could be then. For context, we didn't have a supply teacher in at all until 23rd September and future bookings for supply are far lower than they have been in previous terms, so we are seeing the anticipated decrease in external supply requirements following the appointment of our HLTA. 	
5	Safeguarding	
5.1	Annual audit completion was confirmed.	
5.2	<p><u>Governors to read KCSIE confirmation</u> Governors are required to read Keeping Children Safe in Education and confirm this on their HSS profile or inform the clerk.</p> <p>A safeguarding update was provided for governors to view, and no significant cases were reported.</p>	
6	HT report	
	<p>The report was available for governors to view on HSS prior to the meeting.</p> <p>Q: Complaints / Thank Your section - where it says "<i>several re Yr settling in</i>". Can you provide more details / examples please. A: Families felt the transition in has been smooth and pleased that the children were happy coming into school. They liked the picnic and felt it was a nice way to meet families and staff.</p> <p>Q: Adjustments to the Day - Can you provide more detail on progress with the proposed changes. This to include an update on engagement with staff and response of staff & SLT. On the 1265 hours can you detail how we will achieve compliance with requirements and how this is being verified. Are there any expected additional costs associated with the change. A: Plan being updated and worked through SLT, will share once finalised.</p> <p>Q: What is the process in engaging staff with the process? A: Regular meetings with staff can be useful, however SLT are considering the options and the result will be introduced to the staff.</p> <p>Q: Does HCC need to check the new model and compliance with 1265? A: The hours have been shared with county and no issues have been identified. Comment: Governors felt that the final model should be shared with county to ensure an open and robust change in procedure.</p> <p>Q: Turbulence Data. Should we consider exit interviews with families moving children from school? A: School tends to know where leavers have been because of issues. We would hear positives too if governors want to offer it.</p> <p>Q: Should governors approach families to find out the reasons they are leaving, or to ask for positives for the school before they leave? A: It was discussed whether to approach families who were leaving to see their reasons, in case this showed trends such as home schooling. Knowing the positive experiences would ensure they can be</p>	



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	<p>repeated.</p> <p>Action: Re-visit leaving reasons and any positive feedback.</p> <p>Q: Staff and Parent Surveys - Can you provide an update on key actions arising from last year's surveys. For example parents were written to following the survey and highlighted a number of actions we would take. Be good to understand any changes we have made as a result of the surveys. A: Yes, will upload and circulate.</p> <p>Q: Will we be having a "young governors" forum this year? A: Yes, names have been received from classes last week.</p> <p>Q: Who will be running this? A: JSP initially. Comment: The young governors could meet the school governors as has happened in the past.</p> <p>Q: SDP - in headline terms it would be good to hear thoughts on expectations of what we will plan to achieve during the year (progress to be made) together with your concerns on risks etc. How can the Governors best support you in achieving our targets. A: <ul style="list-style-type: none"> • End of KS2 outcomes need to be above National. • Assessment approach needs revisiting and embedding in all subjects. • Behaviour approach being embedded with staff feeling equipped to manage issues as well as reducing incidents. • Successful DHT appointment. </p> <p>Q: How is the document compiled? A: JSP and SLT bring it together.</p> <p>Disadvantaged children data will be separated to see where the gaps are. Assessment systems are being looked at throughout the school and processes changed and imbedded.</p> <p>There is now a vacant deputy head position, and the school community has been informed. The position will be advertised in a view to recruit for the start of the summer term.</p>	SL
7	Governor Business	
7.1	<p><u>Training attended and booked</u></p> <p>A governor attended 'Exclusions - Practice and Procedures' training. The process for a permanent exclusion was explained and reported as essential training for governors. Hampshire statistics were shared including categories eg SEND. Training slides can be shared.</p> <p>Complaints training was suggested for all governors to complete so the board are prepared for any future complaints which requires the board to form a panel.</p> <p>Whole governing board training 'Working with Parents' is booked for 3 November 2025 6-8pm in school.</p> <p>A Development & Training Governor needs to be appointed.</p>	All
7.2	<p><u>Visits completed (verbal update) and those to be arranged</u></p> <p>New staff have been visited and are settling into school well.</p> <p>Dates have been shared for governor visits (book looks, open days etc). Governors to let SL and JSP know if they can attend open day events.</p>	All



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	Subject link meetings will be arranged once a term. Governors have been allocated a subject and are to make their own appointments. Any queries on the process to ARW.	
7.3	<p><u>Board structure for the 2025-26 academic year</u></p> <p>Two board member vacancies were discussed and the requirements when recruiting foundation governors in conjunction with the Instrument of Government document.</p> <p>Membership of committees and focus groups were confirmed. Committees have been set up on HSS where documents can be shared and stored.</p>	
7.4	<p><u>Monitoring schedule</u></p> <p>The spreadsheet of topics and dates was shared with governors. (HH left the meeting at 6.55pm)</p>	
8	<p><u>School Improvement</u></p> <p>The document was available for governors to view before the meeting.</p> <p>The week-by-week update was appreciated. Positives of the school were praised including the journey the school has made in supporting families.</p>	
9	<p><u>SIAMS</u></p> <p>To prepare for a visit, governors will need to be able to evidence their monitoring. SIAMS training is available free of charge from the diocese. Action: SL to investigate.</p>	SL
10	<p><u>Risk register</u></p> <p>The risk register had been reviewed and an update (as of 2.10.2025) was available for governors to view prior to the meeting. Key areas were discussed and that it is a working document.</p> <p>Governors were reminded to look at the document and if their name is allocated to a subject they are to start considering where a risk can be mitigated or reduced.</p> <p>Q: What timescale is given to those topics in focus? Action: Governors are to review their allocated risks and those 'in focus' to be discussed at the next FGB.</p>	All
11	<p><u>Approval/re-visit of Policies</u></p>	
11.1	<p>Policies agreed with any amendments noted:</p> <ul style="list-style-type: none"> Governors Code of Conduct 2025 – This should be reviewed every September as part of self-evaluation. Governors agreed that two training sessions should be attended in addition to the WGBT. Safeguarding Policy 2025 – no comments. Behaviour and Relationships Policy 25-26 - There was a discussion regarding the length of the policy, however it was noted as thorough and necessary. The policy explains what is done, but also why. <p>Q: Do the staff have to confirm they have read the school policies. A: Yes, the staff must confirm that they have read all the key documents.</p> <p>Q: Do the staff know what to do when confronted with behaviour incidents. A: There is a flow chart for staff knowledge. Comment: Staff have worked on the document, been involved in updates and take ownership of the contents.</p> <p>Q: Are the staff the only stakeholders.</p>	



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	<p>A: The policy is on the school website for families to read.</p> <p>Q: Does the document serve the purpose for families to understand it despite being lengthy. A: Yes, and the procedures are shared with parents at 'Meet the Teacher' sessions, and the details are available to access post meeting. Comment: A letter had also been issued to families to explain the behaviour policy process.</p> <p>Q: Is the policy robust for complaints? A: This should be considered and will be monitored.</p> <ul style="list-style-type: none"> • Child Protection Policy 2025 – no changes • Pay Policy 2025 – no changes 	SL
11.2	<p>Policies to re-adopt</p> <ul style="list-style-type: none"> • Adopt Swanmore Primary Instrument of Government 2014 (set) • Recommit to C of E Terms of Union (set) copy pending • Confirm to adopt MOPP documents (agree to localisation when needed as per the policy schedule) • Introduce HCC Governors' Good Practice Guide – this is to be considered at the November 2025 FGB 	
12	Impact of meeting	
	Discussion/challenge around finances and proposed adjustments to the day	
Minutes approved by the Full Governing Body on 25.11.2025 (Chair - Sam Lee)		