



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 25 November 2025 at 6pm in School

	Start time: 6.05pm	Finish time: 7.25pm
Present	Apologies	In attendance
John Paterson (JSP) Head Teacher	Ian Wollam (IW)	Caroline Brownlie (CB) Clerk
Sam Lee (SL) Chair	Olivia New (ON)	Kirsten Cook (KC) to the end of item 4 only
Steve Tooke (ST) Vice Chair	Anna Walklate (ARW)	
Bobbie Branson (BB)	Andrew Wilkinson (AW) Vice Chair	
Tanya Clay (TC)		
Hannah Horner (HH) until 7pm (items 1 to 7.2 and 10)		
David Bakewell (DB)		

Questions/comments highlighted in blue were submitted prior to the meeting.

Item	Subject	Action
1	Start	
1.1	<u>Welcome and apologies</u> Everyone was welcomed to the meeting. Apologies were received from ARW, ON, AW and IW. The meeting was noted as quorate.	
1.2	<u>Prayer</u> A prayer was led by DB.	
2	<u>Register of pecuniary interests/conflicts of interest</u> No new declarations were made at this meeting.	
3	<u>Minutes of previous meeting held on 7 Oct 2025</u>	
3.1	<u>Approval</u> The minutes from the FGB held on 7 October 2025 were approved and will be signed electronically.	
3.2	<u>Actions and matters arising</u> See action log.	
4	<u>Finance</u>	
4.1	<u>Verbal update from the Pay Panel</u> Recommendations from the HT were discussed and approved. Staff pay is back dated to September 2025 and the figures have been included in the revised budget. Support staff reviews are due to be completed by the end of December 2025.	
4.2	<u>Proposed budget revisions for submission by 30 Nov 2025.</u> The budget revision figures and report were available to view before the meeting. The table below summarises the statutory information.	



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Item	Subject		Action
	Total Income Revenue	2,456,627 Two million, four hundred and fifty six thousand, six hundred and twenty seven	
	Total Expenditure Revenue	2,565,389 Two million, five hundred and sixty five thousand, three hundred and eighty nine	
	In Year Surplus/(Deficit)	(108,762) One hundred and eight thousand, seven hundred and sixty two	
	Brought Forward Surplus/(Deficit)	124,495 One hundred and twenty four thousand, four hundred and ninety five	
	Carried Forward Cumulative Surplus/(Deficit)	15,733 Fifteen thousand, seven hundred and thirty three	
	<p>The variation in the figures from the original budget is just over £6k. Notable changes in expenditure were supply teacher costs which are high and unpredictable. Teacher cover for a one week period is £1k. Planned absences are looked at ahead of time eg training/courses. Solutions are being sought and are constantly being monitored. High September costs are due to stationary for new classes, however this reduces as the year progresses.</p> <p>SEND funding for elements of EHCPs has been followed up and £7-8k has been received so far. School is due to receive the 'Schools Budget Support Grant' and 'Pay Increases' payment. Sports Premium funding has now been received.</p> <p>The governing body is aware of the future year deficit shown in the plan and are taking action to address it by meeting to discuss options.</p> <p>Thanks were given to KC for her work on the budget.</p>		
5	Safeguarding		
	<p>A report was shared with governors ahead of the meeting. It was noted that the families requiring help are the same in each report, not new ones.</p> <p>Q: Are the families getting the support they need? A: There are links being made, but sometimes the support available is not accepted.</p> <p>Q: Are there any links between the families experiencing domestic abuse and behaviour/education/attendance? A: Links can't be made as there are a lot of influential factors including children being aware or not of home life circumstances. Attendance varies between families and for different reasons.</p> <p>Q: Can we have an update on the racists incidents and what is being done to follow this up? A: All families have all been contacted about racist language in school and how it is managed. There is an Equalities Rights Advocate Group being set up in school for children, and there is a working group for</p>		



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	<p>parents with the first meeting taking place before the end of December.</p> <p>During a recent visit to school by governors, children were asked questions related to safeguarding and responded positively. They felt safe in school and had a trusted adults they could speak to if they had any personal worries, or concerns about friends.</p> <p>ACTION: SL and JSP to set up KPI around safeguarding.</p>	SL/JSP
6	HT report	
	<p>The headteacher's report was available to view before the meeting.</p> <p>School data is presented in the IDSR (inspection dashboard summary report). More information is available here School inspection data summary report (IDSR) guide - GOV.UK</p> <p><u>Attendance</u></p> <p>Q: The persistent absence figures of 13% translates into 59 children and a disproportionate number of these were children in the SEN/PP/GRT categories. What is the strategy to reduce the persistent absence figure, and are there any reasons for a higher YrR absence figure?</p> <p>A: In the C&S meeting a report was produced to cross reference attendance with certain categories and interventions were shown. With regards to YrR attendance, children don't have to be in school until the term after they are age 5, so technically, they can be part time. There is a coding to record this, but it is still logged as an absence.</p> <p>Q: In YrR, there is a full-time timetable, so is there an expectation on attending?</p> <p>A: Families know they don't need to be in school, so some choose not to send their children, despite knowing there is a full-time timetable.</p> <p>A: Is breakfast colouring club still running for those who need it?</p> <p>Q: It is still running for those who need encouragement to attend school.</p> <p>Alternative provision was discussed and that it is hard to access. It was noted that if 18 hours is given then this also included travel time.</p> <p><u>Staff Wellbeing</u></p> <p>Comment: The importance of building on earlier staff wellbeing work was highlighted. The Spring term will be used for governor support in this area as discussed in the C&S meeting.</p> <p>The next staff survey will include a question to determine whether staff have someone in school they can talk to if needed. Governors wanted to ensure that one person wasn't a 'go to' for several members of staff as they could become overwhelmed.</p> <p>Governors were updated on the plans for the staff wellbeing focus group. Successes and next steps will be discussed, along with celebrating the strengths of the school. The member of staff heading this up will be offered governor support.</p>	IW/HH/SL



Swanmore C of E (Aided) Primary School



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7	Governor Business	
7.1	<p>Training booked: Cyber security - BB Governor Induction - DB Safeguarding – HH</p> <p>Governors were reminded that NGA have numerous courses on offer, and many are short sessions and online.</p> <p>ACTION: To ensure all governors signed up and can access NGA.</p> <p>Reminder for the Whole Governing Board training in January – 28 January 2026 at 6.30pm</p>	SL
7.2	<p><u>Visits</u></p> <p>7.21 Subject links – meetings have taken place between governors and staff. AW awaiting reports from some governors.</p> <p>7.22 Book Looks – took place with Yr1, 4 and 6 with a focus on RE. There was positive feedback from governors. Open mornings - Governors reported to the board that successful open morning events took place. Compliments were given to the Yr6 children showing families round. A governor added that one reason they chose the school was the positive impact of Yr6 children showing them round. Learning Walks are planned for early December. HH left the meeting at 7pm</p> <p>A 'visit form' template was shared and discussed to record findings from visits (book look/learning walks etc).</p> <p>ACTION: Governors will use the form and feed back at the next board meeting.</p>	<p>All</p> <p>All</p>
7.3	Verbal update from the Personnel Committee – a verbal summary of the meeting was given to governors on the topics of staffing, wellbeing and the proposed change in lunch times.	
8	Committee meetings	
8.1	<p>H&S meeting verbal feedback – a walk round had been completed and the H&S report was shared with governors prior to the meeting.</p> <p>H&S Policy will be looked at after this meeting. A governor had a query over the H&S of the school and the liability and the responsibilities of the governors. This will be taken into account when further looking</p>	



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	<p>at the H&S policy.</p> <p>Q: How are the staff members who were the victims in the two violent incidents? Do we follow up with the staff members 2 or 3 days after the incident to see how they are doing?</p> <p>A: These incidents happened when certain children were heightened. Some staff are attending Team Teach Training. Staff are given time afterwards if needed.</p>	
8.2	C&S meeting verbal feedback - Topics discussed: Links to IDSR and the vulnerable groups; the reasons behind the 59 persistently absent children; teacher assessments (particularly writing); the gaps between Yr5 and 6 assessment; consistency of formative assessment; and moderation between schools.	
9	SIAMS	
9.1	<p>Inspection preparation – contact has been made with the Diocese but no reply has been received as yet. ACTION: This will be followed up.</p> <p>The school ‘Worship Council’ were praised for their engagement in the links made with the new vicar (Sandra Matthews) who will be based in Swanmore.</p>	SL
9.2	<p>RE/Worship – governor links with the school have been increased. Monitoring of evidence is going to be a focus for governors.</p> <p>Q: What is the difference between RE and worship for school?</p> <p>A: RE is linked to the curriculum, worship is linked to being a church school and SIAMS.</p> <p>Staff and children have noted that they would like to visit church more than once a month, however the additional time it takes needs to be considered.</p>	
10	Risk register (taken out of turn so HH present for this item)	
10.1	<p>The risk register was circulated prior to the meeting.</p> <p>There was a suggestion that two governors lead each risk item. Risk items would then be linked if possible, to improve efficiency. The previous staff survey results will be reviewed before the next survey is launched so staff know their concerns are being considered.</p> <p>Focus risk areas were discussed, and meetings are being arranged.</p> <p>Governors would like to ensure that all SLT have a ‘go to’ person in the interim period before a deputy is recruited.</p>	
11	Policies and Procedures	
	The Attendance and H&S polices will be reviewed for the next FGB.	
12	Impact of meeting	
	Governors ensure that the wellbeing of pupils, families and staff is a priority. Governors are focussed on increasing school attendance.	

Minutes approved by the Full Governing Body on 03.02.2026 (Chair – Mrs Sam Lee)



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