



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 3 February 2026 at 6pm in School

	Start time: 6.03pm	Finish time: 8pm
Present		In attendance
John Paterson (JSP) Head Teacher	Ian Wollam (IW)	Caroline Brownlie (CB) Clerk
Sam Lee (SL) Chair	Hannah Horner (HH)	
Steve Tooke (ST) Vice Chair (until 7.35pm)	Olivia New (ON)	
Andrew Wilkinson (AW) Vice Chair	Anna Walklate (ARW)	
Tanya Clay (TC)	Bobbie Branson (BB) from 6.20pm	
David Bakewell (DB)		

Item	Subject	
1	Start	
1.1	<u>Welcome and apologies</u> Everyone was welcomed to the meeting. The meeting was noted as quorate.	
1.2	<u>Prayer</u> A prayer was led by HH.	
2	Register of pecuniary interests/conflicts of interest No new declarations were made at this meeting.	
3	Minutes of previous meeting held on 25 Nov 2025	
3.1	The minutes from the FGB held on 25 November 2025 were approved and will be signed electronically.	
3.2	Actions and matters arising (see action log).	
4	Finance	
4.1	<u>Finance update</u> Bobby Branson joined the meeting at 6.20pm. AW gave a finance update. The unpredictability of staffing had been looked at and the associated costs of supply cover. 3 HLTAs had been employed which had reduced cover costs. JSP updated the governors on how the budget planning tool works which creates the financial forecast for the next 5 years. The forecast for the next academic year was discussed, and the finance committee will form a plan for continuous monitoring. Large spend areas will be reviewed. Governors asked questions about EHCP funding costs (money from Hampshire and the staffing costs associated with each child). Question: What support can governors offer?	



Swanmore C of E (Aided) Primary School



Item	Subject	
	<p>Answer: Support by looking through any ideas and models EPS produce.</p> <p>Question: Can a headteacher manage the workload without a deputy head? Answer: The priority of work completed may have to change to adapt if there isn't a deputy.</p> <p>Question: What happens if extra workloads can not be distributed? Answer: This depends on the contracts of each staff member and if tasks can be reallocated.</p> <p>Governors felt it was important to assess what work needs to be completed in school, and where those jobs can be allocated.</p>	
4.2	<p><u>Verbal update from the Pay Panel (support staff)</u> The chair of the Pay Panel reported that the recommendations from the HT were discussed and approved.</p>	
4.2	<p><u>Verbal update from the Finance & Buildings Committee</u> Covered in item 4.1</p>	
5	<p>Safeguarding</p>	
	<p>Governors had sight of a safeguarding information summary prior to the meeting and discussed trends. An Equalities Group had been set up with parents. It was reported to be a useful meeting and was received well with open discussions. A 'Family Support' role is to be created and will be the main contact for this group. Hopes were that the group continued to be useful and to grow.</p>	
6	<p>School Improvement</p>	
6.1	<p><u>HT report</u> The headteacher's report was available to view before the meeting. Questions submitted before the meeting were answered in writing and available for governors to view online.</p> <p>Governors discussed attendance and how the data is presented via Arbor and then compared to Hampshire and national averages. School's processes and systems regarding increasing attendance percentages was discussed. A correlation was made between attendance and attainment.</p> <p>Governors discussed a home school attendance agreement document that parents/carers sign and the benefits of increasing this to annually. Lower attendance in YearR was discussed.</p> <p>ACTION: School website regarding attendance and letters issued to parents to be checked.</p>	JSP
6.2	<p><u>LLP visit report</u> 3 governors were present at the recent LLP meeting. The report was shared with governors to view before the meeting. The positive aspects and the actions were discussed.</p> <p>A new format to the headteacher's report and the information within was shared. This will enable the governors to be more strategic in their questioning. Attendance, behaviour and achievement will be standard items.</p>	



Swanmore C of E (Aided) Primary School



Item	Subject	
	(Steve Tooke left the meeting at 7.35pm)	
6.3	<p><u>Discuss and agree priorities for next financial year based on school improvement priorities</u> LLP actions were shared and discussed in item 6.2.</p> <p>There is an RSC requirement for more engagement (with parents) via guidance notes. This is due to come into force in September 2026. Governors are happy to support school where needed.</p>	
7	Governor Business	
7.1	<p><u>Subscription to Governor Services</u> Governors agreed to continue with the service.</p>	
7.2	<p><u>LA Clerking Service and contracted hours</u> An additional F&B meeting is to be considered before the May FGB. ACTION: F&B committee to report back before 13.02.2026 which is when the clerk has to submit the clerking hours return for the next academic year.</p>	AW
7.3	<p><u>Training attended and booked</u> Cyber security (due in March) - BB Governor Induction (HCC completed, diocese booked) – DB Safeguarding (due in March) – HH Whole Governor Training 18th Jan – Reported as useful and the ‘impacts of the meeting’ section of the minutes is to be a focus.</p> <p>Governors were encouraged to attend the online Governor Forum Meeting on Wednesday 29th April 2026. ACTION: Governors to coordinate 1 or 2 members attending.</p> <p>Attendance training (completed online - IW/TC). Others were encouraged to book onto this course for its useful content. Governors who had completed duplicate training in the past reported that the course content had been updated and continued to be relevant.</p>	All
7.4	<p><u>Visits completed</u> (and visit form feedback) An MTAS meeting took place, and the attendees praised the meeting and the work of the school. Mon 20 April 2026 is the next meeting.</p> <p>Book look and SEND visits booked for 13.02.2026 ACTION: test the new visits form on 13.02.2026</p>	All
7.5	<p><u>Collaborative agreement with BWJS</u> A governor proposed that both schools ensure they are familiar with each other’s complaints policies. ACTION: complete collaborative agreement papers and share policies.</p>	SL
8	Committee meetings	
	A verbal update from the C&S committee was given.	



Swanmore C of E (Aided) Primary School



Item	Subject	
	A H&S walk round had been completed. No areas of concern were raised and the notes will be shared with governors.	
9	SIAMS	
	SL, IW & DB will be attending the SIAMS visit on 9 Feb 2026. Preparations were discussed.	
10	Risk register	
	An updated risk register was available for governors to view before the meeting. Governors with 'amber' or 'red' risks will meet to discuss mitigation plans. ACTION: meeting to be arranged.	IW
11	Policies and Procedures	
11.1	<u>Policies to read and review</u> Admissions – approved with two changes to bring the policy in line with previously agreed amendments.	
11.2	<u>Policies to re-adopt</u> Health & Safety – no further questions. Supporting Pupils with Medical Conditions – no further questions.	
12	Impact of meeting	
	Governor support offered to school from the governors for the budget plans. SIAMs visit support from governors. LLP actions to be implemented. Attendance a key focus for the board to help towards increasing attainment.	

Minutes approved by the Full Governing Body on 18.03.2026 (Chair – Sam Lee)