



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 17 March 2026 at 6pm in School

	Start time: 6.00pm	Finish time: 7.50pm
Present		In attendance
John Paterson (JSP) Head Teacher	Ian Wollam (IW)	Caroline Brownlie (CB) Clerk
Sam Lee (SL) Chair	Olivia New (ON)	Kirsten Cook (KC) Business Manager until 7.06pm
Andrew Wilkinson (AW) Vice Chair	Anna Walklate (ARW)	Apologies
Tanya Clay (TC)	David Bakewell (DB)	Bobbie Branson (BB)
		Hannah Horner (HH)
		Steve Tooke (ST)

Item	Subject	Action
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 AW.	
1.3	No new declarations were made at this meeting.	
2	Finance	
2.1	Governors were updated on the support staff change in hours and EPS involvement. This section of the meeting is CONFIDENTIAL and has therefore been recorded as a separate document on advice from Governors Services.	
2.2	<u>Finance update</u> Governors had sight of the finance papers before the meeting. KC updated governors on the figures. The model and budget setting papers will be based on the new staffing structure once it is known. This will form part of the discussions at the next F&B meeting. A governor knew other schools receiving money from new housing developments called 'Development Funds'. This will be investigated as an additional source of funding. ACTION: F&B meeting to be arranged after 22 April	ARW F&B committee
2.3	<u>Agree SFVS</u> The SFVS proforma has not changed since last year so therefore there were no updates to be made. SFVS AGREED and will be submitted on time.	



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	KC left the meeting at 7.06pm	
3	Minutes of previous meeting held on 3 Feb 2026	Chair
3.1	The minutes from the FGB held on 3 February 2026 were approved and will be signed electronically.	
3.2	Actions and matters arising (see action log)	
4	Safeguarding	
	<p>Governors had sight of the report and no further questions were asked. It was confirmed that CPOMS tracking data will be looked at to consider themes.</p> <p>Question: Is there statutory guidance around allergies? Answer: Nothing has been received in school regarding this.</p> <p>[Post meeting note: DfE guidance shared with JSP, KC and SL]</p>	
5	Governor Business	
5.1	<p>Training attended and booked</p> <p>DB – Collective Worship IW/TC – Attendance IW – Wellbeing ARW – Ofsted ARW - Understanding data in primary schools</p> <p>Governors were reminded that the NGA have a range of hour-long training sessions to consider. Governors were encouraged to revisit training completed in the past to capture any updates.</p> <p>The use of AI in schools was discussed. A diocese meeting at Cornerstone School discussed AI which was seen as useful.</p> <p>A governor is going to explore links with educators in AI.</p>	ON
5.2	<p><u>School visits</u></p> <p>Subject link meetings were discussed. A 'Book Look' is taking place on 20.03.2026.</p>	
5.3	<p><u>Governing Board development plan</u></p> <p>An email had been sent to governors. Response data will be collated.</p>	All
5.4	<p><u>Clerk support meeting feedback</u></p> <p>Governor Services wanted to reiterate to governors their involvement in inspections under the new framework. Ofsted start an inspection with 'desk research' before visiting the school so the school website must be up to date and accurate. The school website had been praised by the diocese, however, sections are currently in the process of being updated.</p> <p>Ofsted training is available through HSS and governors were encouraged to book on as soon as they could</p>	



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	and report back on any next steps.	
6	Committee meetings	
	Meetings in the next few weeks were confirmed.	
7	SIAMS	
	<p>Inspection feedback was shared prior to the meeting and thanks were given to governors who attended.</p> <p>Thanks were given to Trish Clark for her hard work, and to the staff on the day for their input. The outcome was very positive.</p> <p>Sandra Matthews has been confirmed as the ex-officio. Positive links have already been made with school, and there are plans for her to attend FGB meetings when available.</p> <p>ACTION: Start the process to add SM as a governor of the school.</p>	CB
8	Risk register	
	A risk register meeting is planned, and SLT will be involved with some items to ensure they are still valid and up to date including staffing.	
9	Policies and Procedures	
	<p>Policies to read and review</p> <ul style="list-style-type: none"> Complaints – agreed by governors 	
10	Impact of meeting	
	<p>Governors are ensuring the financial stability of the school through scrutinising finances and staffing restructures.</p> <p>Governors are ensuring the wellbeing of staff through offering support through the staffing restructure.</p> <p>School is making links with the ex-officio to ensure strong Christian values.</p>	

Minutes approved by the Full Governing Body on 19.05.2026 (Chair – Sam Lee)