



Swanmore C of E (Aided) Primary School



Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 19 May 2026 at 6pm in School

	Start time: 6.05pm	Finish time: 8.00pm
Present		In attendance
John Paterson (JSP) Head Teacher (remotely)	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)	Beth Woolley (BW)
Steve Tooke (ST)	David Bakewell (DB)	Apologies
Hannah Horner (HH) from 6.12pm	Bobbie Branson (BB)	Tanya Clay (TC)
		Sandra Matthews (SM)

Item	Subject	
1	Start	
1.1	<u>Welcome and apologies</u> Everyone was welcomed to the meeting. Apologies had been received from two governors, and the meeting was noted as quorate.	
1.2	<u>Prayer</u> A prayer was led by IW.	
1.3	No new declarations or pecuniary interests were made at this meeting.	
2	Finance	
2.1	<u>Budget update from F&B meeting</u> The chair of the finance and buildings committee gave the board a summary of the budget meeting which took place last week. All budget papers were available for governors to view before the meeting including the 3-year budget overview. HH joined the meeting at this point. <i>I refer to the financial report available on HSS.</i> <i>Last year at this time we set a budget for 2025-26 expecting a deficit of £103k. In November, we revised the budget and expected to have a deficit of £109k. The final outturn for the year is a deficit of £64k. Compared with the revised budget we saved £30k in expenditure and received £14k more income. This is explained on pages 3-6 in the report. We entered the current financial year with an accumulated surplus of £60k.</i> <i>Today we need to set a budget for 2026-27, which we will revise in November. Our costs are generally predictable and staff account for 80%, our income less predictable as it varies directly with pupil numbers in the preceding year.</i> <i>The F&B proposes the 3 year budget shown on pages 11-13. The assumptions on which the budget rests are set out on pages 7-9.</i>	



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	<i>Following the restructuring work, and without a deputy head, we are planning to reduce expenditure by £47k, mostly from staff costs and some from other costs. There are some unknowns, such as pay awards not yet settled, supply costs (although we have taken steps to mitigate these wherever possible) and perhaps any emerging extra costs arising out of the Middle East conflict.</i> <i>Our income is forecast to rise by £21k so we are budgeting for a deficit of £11k which would take us into 2027-28 with an accumulated surplus of £49k, all of which, and more, would be swallowed up in the following year.</i> <i>Experience shows that it is not very useful looking much further ahead than 2 years as so much can change in that time, but we are confident that this budget is the best we can do for now.</i> <i>We believe we have made the right decision as a board to delay the restructuring until now and recognise the valuable work that John and Kirsten have done in getting us to this point. We acknowledge also the part that all the staff have played in keeping costs down and regret that there looks to be no prospect of the taps being opened wider just yet.</i> Question: Would the board find it useful to look at the end of year surpluses from the last 5 years. We could then see how the figures compare, for example the percentage difference in surpluses of income and budget share? Answer: Each year has changing parameters, and schools across Hampshire vary widely with their budget figures. Comparisons could be made but they might not be meaningful. A discussion took place around which comparison figures would be useful for the board to look at, and the purpose of any analysis. A governor had previously looked at historic figures and noted that significant differences between the actual figures and the proposed budget figures were due to unforeseen factors. The NOR is a key factor and some year groups have spaces to be advertised. YrR has been confirmed as full for September. The board will be given comparison figures for the change in support staff hours and pay. Governors agreed that the budget will be monitored closely and will take action to address any future year deficit. The board thanked both JSP and KC for the tremendous amount of work on the budget figures.	
2.2	<u>Staffing update</u> A personnel meeting took place on 19 May 2026. JSP explained known staffing changes for the term ahead and September. BW has taken on an assistant head teacher role with immediate effect.	
3	Minutes of previous meeting held on 17 March 2026	
3.1	The minutes from the FGB held on 17 March 2026 were approved and will be signed electronically. Governors agreed that the EFGB and confidential minutes from March FGB are to be distributed to the support staff involved in the re-structure. [Post meeting note: completed by KC] JSP prompted a discussion around a communication to parents regarding the new structure and the addition of an assistant head. Governors agreed this information should be shared with parents in a positive light and will be communicated to parents along with class structures for September.	
3.2	Actions and matters arising (see action log)	
4	Safeguarding	
	Governors had sight of a report before the meeting. Questions submitted before the meeting were read and	



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	answered. BW will be completing safeguarding training with a view to take on the DSL role.	
5	School improvement / update	
5.1	<u>Government White Paper "Every Child Achieving and Thriving"</u> A governor gave an overview on the paper. A collaboration or Multi Academy Trust (MAT) was highlighted as an area to monitor for the future of which the diocese is involved. A concern was raised over the reasons behind the increase in number of SEND children.	
5.2	<u>Local government reorganisation</u> Governors were informed of the effect on education within the new devolved area. The area school will be in does not have a large conurbation, so funding queries were raised. Papers will be distributed for governors to read. ACTION: IW to distribute relevant papers	IW
5.3	<u>Head teacher update</u> Questions submitted before the meeting were answered and explained to the board. The written questions and answers were available for governors to view before the meeting. Ofsted – it was noted that there are some items to be recorded in FGB minutes that Ofsted would be looking for. An Ofsted working group will be set up to ensure items are looked into from recent training. ACTION: Ofsted working group to be set up. Alternative provision – A headline report will be provided at FGB showing numbers of children off-site at alternative provision, plans to get them back into class and assurance around safeguarding procedures. Question: Are any local schools known to be specialists in particular areas of need, or can schools advertise their support strengths? Answer: It is worth the conversation with other schools but funding determines whether a school is able to provide the provision or specialist staff for certain areas of need. The SEND link governor updated the board on the topics of discussion at recent meetings with the SENDCo. Governors will be informed of alternative provision children at each FGB. Governors discussed a recent health and safety matter. SLT and the board will decide on the next steps when more information is received from a visit from County. [Post meeting note: A child had found a 'stone' which was HCC identified as asbestos. At the point of being alerted, the area was closed off and HCC contacted for support. They have inspected and found no further asbestos. As a precautionary measure the area has been added to the Asbestos Register and the remaining soil is being removed.] No further questions were raised.	SL
6	Governor Business	
6.1	<u>Training attended and booked inclu Whole Board Training</u> Governors shared recent training attended and main take-away points. Safeguarding training was recommended for governors to attend. Ofsted WGB training run by Sarah Peters will be booked for early September 2026. WGB training suggestions to be considered by governors and booked after agreement: - Working as a team - Strategic leadership	CB ST



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	- Effective questioning - Using data effectively Governors shared future training courses they are booked on to.	
6.2	<u>School visits completed</u> Learning walks had taken place, and reports will be shared at future FGB meetings so learning points can be followed up. A recent GRT coffee morning took place and was reported as a success. Governors discussed secondary schooling versus home schooling for GRT children. Governors discussed what information should be gained from subject link meetings and recorded on a visit form. The procedure was considered and the process going forward will be firmed up. JSP confirmed the original purpose of the subject link meetings are linked to Ofsted Key Evaluation Areas for example impact and accountability. ACTION: Process to be firmed up	AW/SL
6.3	<u>Governing Board development plan update/skills audit</u> The results of the audit will be available once data has been collated.	
6.4	<u>Governors' day</u> Governor's Day is 29 June 2026 to build links and governor engagement. There is an assembly planned for 9.15am and several governors confirmed they could attend. The pupil voice group will meet with the governors, and year 6 exit interviews will also take place. Governors were invited to join enrichment afternoon and choose an activity to join. The links between school/children and governors was highlighted as very important.	
6.5	<u>Governor Allowances Policy</u> The governors were made aware of the expenses policy which was approved at the recent F&B meeting.	
7	<u>Committee meetings</u>	
7.1	<u>Verbal updates</u> Curriculum and Standards – an update from the recent committee meeting was shared with the board. The next meeting will discuss the data drop and SEND information. Personnel meeting – detailed in item 2.2	
7.2	<u>Board and meeting structure</u> A review of the flat structure was briefly discussed by the board. Governors will revisit the original reasons for trying a flat structure. Attendance at committee meetings was discussed. Governors considered online meetings to increase ease of attendance. A meeting will take place online to discuss what is going well and areas of improvement. ACTION: SL to resend the flat structure PowerPoint, and set up an online meeting to discuss.	SL
8	<u>RE and Worship</u>	
	A headline report will be produced once a term on RE and monitoring worship.	
9	<u>Risk register</u>	
	Notes from the risk register meeting were shared with the board. An offer was made to present the school wide risks at a future SLT meeting. Governors appreciated the updates and opportunity to meet and discuss the risks. Thanks were given to the governors monitoring the risks and the necessary follow up.	
10	<u>Policies and Procedures</u>	
	Policies to read and review:	



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	10.1 Allegations of abuse against staff – to be brought to the July FGB 10.2 ECT – to be brought to the July FGB 10.3 Relationship & Sex Education and Health Education Policy – background on the updates were given before approval by the board . Governors were made aware of age appropriate delivery of the content and teacher support. Increased parental engagement is now required and feedback from parents on an appropriate time to teach menstruation was available for governors to view before the meeting. It was agreed to teach menstruation in the Autumn of Year 4.	
11	Any other business	
	A governor is now needed to be a link for allergy training (SL), and another as a school meals link governor (AW).	
	Impact of meeting	
	Governors focussed on the school budget and mitigating risks. Governors showed commitment to the education of the children by arranging subject link visits, and to child engagement by participating in a Governors' Day.	

Minutes approved by the Full Governing Body on 14.07.2026 (Chair – Sam Lee)



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BUDGET REPORT TO FGB

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