Swanmore C of E (Aided) Primary School

Minutes of Meeting of the Full Governing Body of Swanmore CE (Aided) Primary School on Tuesday 14 July 2026 at 6pm in School

	Start time: 6.03pm	Finish time: 8.05pm
Present		**In attendance**
John Paterson (JSP) Head Teacher	Ian Wollam (IW)	Caroline Brownlie (CB) Clerk
Sam Lee (SL) Chair	Anna Walklate (ARW)	
Andrew Wilkinson (AW) Vice Chair	David Bakewell (DB)	**Apologies**
Steve Tooke (ST) Vice Chair		Olivia New (ON)
Hannah Horner (HH)		Bobbie Branson (BB)
		Tanya Clay (TC)
		Sandra Matthews (SM)

Item	Subject	Action
1	Start	
1.1	Welcome and apologies The meeting started at 6.03pm and everyone was welcomed. Apologies had been received from four governors, and the meeting was noted as quorate.	
1.2	Prayer A prayer was led by SL.	
1.3	No new declarations or pecuniary interests were made at this meeting.	
2	Finance	
2.1	Budget update from F&B meeting A verbal report was given to governors from the recent F&B meeting. Topics of note were: the NOR going forward is going to be 409; Governors discussed social media advertising for spaces; staffing is now fixed and budgeted for; work is still ongoing with CleverChef and the pension contributions. School meals - daily cost to parents is going to increase to just under £3. Music costs – school is currently subsidising lessons heavily, so the lesson prices will need to be increased. School subsidised music lessons by £1300, and subsidised school trips by £2900 in the last year. Monies received from outside sources totalled £782. Pupil Premium funding is used towards music lessons and school trips to contribute to the life experiences of the PP children. It was noted that some trips run at a loss and that there is a system of recovery from underpaid trips money (transport payments remain voluntary). Wording is 'contribution' so some families don't contribute, and the financial circumstances of some are unknown. **QUESTION:** If a family isn't PP and don't pay, is a conversation had to ask for a contribution? **ANSWER:** It is up to the family to contact school to discuss payment options. The investment plan had been looked at, and large spends aren't prevalent every year. The current focus is on	

Item	Subject	Action
	security including fencing which has been flagged through different focus groups. The diocese has funding available for fencing projects. School will be notified when funding is available. Lockdown procedures were discussed and in particular the procedure for inside and outside alerts. Buildings SLA discussions continue. **QUESTION:** School meal costs are going up, but some feedback has identified portion sizes for year 6 are small compared to younger children. **ANSWER:** The catering team need to manage waste so don't want to over size portions. There are additional options for children to top up eg salad.	
3	Minutes of previous meeting held on 19 May 2026	
3.1	The minutes from the FGB held on 19 May 2026 were approved and will be signed electronically.	
3.2	Actions and matters arising (see action log)	
4	School improvement / update	
4.1	<u>Head teacher report/data</u> QUESTION: On the non-SEND disadvantage gap: the cohort is small (4-8 children), so each child's result carries real weight. For those who missed phonics/MTC, do we know the barrier and the plan for each child? ANSWER: PP and SEND are focussed on as one group. Forward planning takes place for each assessment, and the gaps to be addressed. The focus is closing the disadvantaged gap. QUESTION: MTC averages sit just below national, and you mentioned finding extra time for Y4 - is that a cohort issue or a curriculum one, and what would success look like by spring? ANSWER: One class did better than the other, so differences in teaching input will be looked at. A critical reflection will take place in years 2 and 3, and individual year 4 children. The cohort has had additional input in this area. Governors discussed parental engagement. The push on Times Tables Rock Stars was explained and the trend to engagement. COMMENT: Governors discussed cohorts and specific groups to focus on to improve certain data areas. It was noted that in an Ofsted inspection the focus will be disadvantaged groups. COMMENT: IDSR in November will include the Year 6 data which will be available on the 16 July 2026. QUESTION: For the Family Support Practitioner, what would "success at six months" look like in measurable terms (attendance, referrals, family engagement), so we can evaluate it? ANSWER: The role will be pushed as less of a social services role. We know at this stage that attendance will be a focus for that role instead of SLT looking individually at similar information. 'Success at six months' will be measure by looking at attendance data. QUESTION: Both surveys point to lunchtime as a pressure point - will lunchtime provision (supervision, training for the lunch team, equipment, hall routines) be a named priority in next year's SIP, with a measurable target? ANSWER: Governors were invited to visit during lunch times, then discussions can take place around any areas of improvement. Certain groups have been set up to help children and their regulation. Play Leaders had been set up, and there are plans to reintroduce this. Playground Zones have been successful. Table manners and volume in the hall have been identified as an area of need and will be monitored by JSP from September.	

Item	Subject	Action
	QUESTION: How is improvement at lunchtimes measured? ANSWER: JSP will monitor the start of lunch in the hall, then any areas of improvement will be looked at. COMMENT: The parent survey, and staff survey, show lots of positive results considering there has not been a deputy head and school has undergone a restructure. There weren't any areas identified for need which were new topics. Governors had concerns over the low number of staff who replied to the survey. A governor had collated survey results to pick up themes which will be shared with the board. **ACTION:** SL share survey results with the board. QUESTION: Parents sense identified inconsistency in how consequences are applied across children - how do we further communicate to parents our inclusion approach so that reasonable adjustments don't read as unfairness? ANSWER: Parents need to refer back to the policy. QUESTION: Staff asked for "fewer initiatives, embedded well" - which one or two priorities will the SIP commit to, and what will we deliberately stop or pause? ANSWER: A meeting is planned to look at the SIP and this will be considered. The outcome will be shared with governors. QUESTION: 45 family responses in a 2-form-entry school is a modest sample - do we think it's representative, how does it compare to previous years, and how will we close the loop ("you said, we did") with parents and staff before autumn? ANSWER: The "You said ,we do" will be sent out before the end of the summer term and comparisons can be looked at. Questions received and answered before the meeting are in shading: QUESTION: Can you provide an update on the new structure (staff changes), how the reduced TA hours will be deployed and where you consider the risks to be (& how the risks are being mitigated). Can you also discuss the role for the new Family Support worker position, the role profile, and what you hope the role will deliver in say the first six months. ANSWER: TAs have been allocated based on EHCP support, focus on morning support in classes and sensory circuits at the start of the day and after lunch. Our 2 pastoral care team members are supporting transitions into school and lunch groups to support social skills. The Family Support Practitioner has already been working with some families and improvements are evident. We are currently looking for ways to put some additional time into Yr4. The original job title of Family Support Worker has been changed to Family Support Practitioner, in part to clearly differentiate with social services job titles. QUESTION: Can you provide an update on staff and parent engagement, feedback on survey results, and update on staff well-being plans. ANSWER: This data has been uploaded to view by governors. QUESTION: Do we know how many of our Year 6 leavers will be home educated rather than going to secondary school. In such instances what do we do to influences parents / carers of the benefits of secondary school education. ANSWER: One pupil is going to be electively home educated. We discussed with the family the reasons to stay in school and we try to encourage families to stay in education. Post COVID Hants brought out a document for EHE to strengthen the process as more people were opting for it. We do what we can within our remit to try and influence parents about their decision not to continue to secondary school. GRT groups are very hard to	SL

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	persuade due to family traditions. QUESTION: Do the secondary schools make an effort to encourage GRT families to attend secondary? ANSWER: There can be challenges in engaging with some GRT families around areas such as attendance and where they make up a much smaller proportion of secondary school pupil numbers, it may not be an area of focus for some secondary schools. QUESTION: Sadly the hot weather is likely to be with us in future school years. In the autumn can we consider strategies to meet the challenges the increased temperatures provide eg cooler classrooms, more shade outside playground and fields, maintaining attendance levels, consistent approach with other schools in the area focusing on the needs of all families. ANSWER: Yes, school is waiting on quotes for room fans so we can compare to the costs of AC. I do think the PE kit and 1.30pm optional collection for >34 degrees was welcomed - a lot of positive feedback. COMMENT: School is considering a progressive roll out of AC throughout the classrooms. Heat distribution within classrooms using different cooling methods can be looked into. QUESTION: Closing schools is never a good option for the education of all children so can all schools in the area make a collective decision to open or close? ANSWER: Communication and decisions between schools was not a quick process and parents needed to be updated quickly, so school made a decision with the interest of the children at the centre and considering the school circumstances eg AC. QUESTION: Do you have an update on plans for Ofsted next year (Governor team has been set up to support our approach). ANSWER: The inspection is likely to be May '27. JSP met the LLP last week to look at the RAG document and an action plan for next year is being looked at this week. The IDSR will be out in Nov, so we will see what Ofsted will see, although Disadvantage and SEND will be the focus. Assessment recording can be shown including disadvantaged and not SEND as those children should cognitively achieve. So we need to have narratives clear and shared with all.	
4.2	<u>Statutory results</u> See data in 4.1. SATs results will arrive on 16.07.2026 but the data around this won't be available for a number of days after, but will be shared with governors when ready. **ACTION:** Share SATs data with governors once collated.	JSP
5	Safeguarding	
5.1	<u>Update</u> A meeting had taken place to look at current figures and cases. Safeguarding trends show school are quite often supporting the same families.	
5.2	<u>Allergies</u> (including Benedict's Law) Training has started in school ready for the new guidance. Governors discussed training for volunteers in school. Training identified that children with allergies are more likely to be bullied about their allergy, and more likely to have time off school because of their allergy.	
6	Governor Business	
6.1	<u>Governing Board development plan update/skills audit</u> See the Action Log. Non-responders will be chased before results are collated.	

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6.2	Governors' Day A report was shared with governors. The day was well received, and children shared that it was nice that they knew who 'governors' were. Pupil Voice regarding enrichment had been shared with JSP. The children particularly enjoyed spending time with teachers in other year groups.	
6.3	Election of officers Two governors are standing down from the end of the academic year. Tanya Clay (co-opted), Olivia New (staff). A new staff governor is in the process of being recruited. ST is going to stand down as Vice-Chair, but remain as a governor. AW and IW were happy stand as joint Vice Chairs – unanimously agreed by the board. SL agreed to continue as Chair - unanimously agreed by the board.	
6.4	Governing board committees and responsibilities 2026-27 Structure - For the academic year 2025-26 the board trialed moving away from a committee based governing board to a 'flat structure'. The capacity of governors was identified as a factor to consider in testing the flat structure, rather than the change in meeting types. Governors considered online meetings to increase attendance. Governors discussed access to view documents from committees and focus groups.	
6.5	Approval of committee Terms of Reference 2026-27 The Finance & Buildings Committee Terms of Reference was approved.	
6.6	Training attended Chairs network Allergy Ofsted (online)	
6.7	2026-27 Governor calendar Governors will check the calendar for clashes of dates for committees and focus groups. Additions include: INSET days, Book Looks and Learning Walks	
7	Additional meetings and information	
	Ofsted meeting – JSP will arrange a meeting, after having met the LLP, to look at governor support for school in an inspection. Personnel – The TA structure was discussed and the redeployment of staff is now complete. H&S report - Thanks were given to DS and IW for the H&S report. Asbestos – HCC are on site during the holidays (site closed) to address the area. Capital governors' account – checked and signed. C&S – The notes from the latest meeting have been distributed. Consistency of progress was reported through recent Book Looks. Subject link report – Thanks given to ARW for the work on this. It was reported that obtaining and monitoring behaviour scores was difficult. Scores did show an increase in positive behaviour throughout the school, but anomalies will be looked into. Governors were reminded to complete subject link meeting reports. SL and ARW to meet with Beth Woolley regarding making subject link paperwork more efficient.	

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	Governors wanted to try and time subject link meetings for after the teacher subject release time by being given the dates in advance. **ACTION**: JSP to provide teacher subject release time dates. Wish List funding was discussed including tying in the list with actual spending to show a link. Items had been identified that JSP was not aware of.	JSP
8	RE and Worship	
	<u>Monitoring</u> The report will be shared with governors. Links with Church remain good and have been strengthened further since SM (Rev Sandra Matthews) has been in post.	
9	Risk register	
	<u>Update</u> The risk register had been updated and was available for governors to view before the meeting. Points to note: 2 people are now allocated to each risk. Governors were asked to look at the register and check their allocated risks and to contact IW if there are any problems. **ACTION:** Governors to meet in their pairs in Autumn 1 to report back at the Autumn 2 FGB, then meet again in Spring 2 to report back at the Summer 1 FGB. Governors were asked to consider in their pairs how to mitigate the risks – what actions are next and how to follow up. **ACTION:** Risk Register focus group would like to attend an SLT meeting to share the risk register.	ALL IW/JSP
10	Policies and Procedures	
	<u>Policies to read and review</u> Charging and Remissions – APPROVED All other polices will be uploaded to HSS and are to be read before the next FGB: Capability Governor Training Data Protection Resolving Workplace Issues Teacher Performance and Capability Emergency and Disaster Plan (SL reviewing first)	
	Impact of meeting	
	Governors continue to strive for the best outcomes for all children including disadvantaged by holding leaders to account for data outcomes. Governors make links with the school community through the Governors' Day.	
AOB	JSP was congratulated on 15 years' service at Swanmore Primary. Well wishes were given to the clerk for her new job starting in September	

Minutes approved by the Full Governing Body on XX.XX.2026 (Chair – XXX)