



Hook-with-Warsash C of E Academy

“Let Your Light Shine”

To provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially, and emotionally, preparing them for life’s journey.

Meeting of the Full Governing Body held on 15th December 2025

Minutes

Attendees: Mrs J Birt (Chair), Mrs G Osborne (Development and Training Governor), Mrs S Willoughby (Headteacher), Mrs K Bartlett, Mr D Bissell, Mr M Ellis (internal auditor), Mrs J Nunn, Mr I Downie, Mr I Wilkie, Mr D Trotman (Deputy Headteacher), Mrs G Winterton, Mr L Bailey, Rev M Terry, Miss E Ransley, Mrs L Mott

Apologies: Mrs A Ford, Mrs C Denyer, Mrs M Taylor, Mrs K Coltham, Mrs L Tanner

In attendance: Mrs A Willmott, Mr G Bater

1. Chairperson’s opening remarks

The chair welcomed governors to the meeting and introduced everyone to the new governor, Lauren Mott. She thanked Mrs Osborne for providing cake. She highlighted that the Christmas Services would be taking place during the following two days and advised that all governors would be more than welcome to attend. She asked governors to look for evidence of the school’s values and vision at these services.

She also advised that Mrs Tanner was unwell and thanked Mrs Willoughby and Mrs Willmott for stepping in at the last minute to take the minutes. The governors wished Mrs Tanner a speedy recovery.

The chair reminded governors of the school’s vision and values statement

2. Apologies

Apologies were accepted from the following:

- Mrs Denyer who had nominated Mrs Bartlett as her proxy
- Mrs Ford who had nominated Mr Wilkie as her proxy
- Mrs Taylor who had nominated Mrs Bartlett as her proxy
- Mrs Coltham who had nominated Mrs Birt as her proxy
- Mrs Tanner

3. Declaration of interests

Mrs Mott declared that one of the school’s teachers (Miss Spiers) was the partner of a member of her family. No further declarations were made other than the standing declarations.

4. Confirmation of matters of any other business

PAT testing raised by Mrs Birt

5. Safeguarding scenario

The deputy headteacher provided a safeguarding question based around the safeguarding audit. The governing body were asked to define how they would check with the staff their understanding of what they would do if an allegation was made. He went on to talk about what governors would need to dig into with staff if an allegation was made against a member of staff. These related to ‘low level concerns’ or more serious allegations and the procedures/actions that should be taken for both of these.

6. Minutes and confidential minutes of the previous meetings dated 21st October 2025 and 13th November 2025

Governor body decision: The minutes were agreed as a true and accurate record.

7. Matters arising and other actions from the minutes of the previous meetings dated 21st October 2025 and 13th November 2025

All actions were confirmed as complete with the following exceptions and/or comments:

Action 2 – the date of safeguarding mop up session was confirmed as the morning of 20th January. Governors were advised that if they could not attend then they should complete online training. They were reminded that there was an expectation that all training was completed by the end of January

Action - All safeguarding training to be completed by end of January (All governors with Mrs Tanner to monitor)

Action 4 – Mrs Birt or Mrs Tanner would directly contact people who had outstanding monitoring summaries to complete.

Action – Contact people with outstanding monitoring summaries (Mrs Birt and Mrs Tanner).

Action 5 – Mr Bailey and the Rev Terry confirmed that they had completed their contact sheets but this remained outstanding for Mrs Denyer and Mrs Taylor.

Action – Complete outstanding contact sheets (Mrs Denyer and Mrs Taylor).

8. Correspondence

The Auditor's letter of representation had been received and the Chair of Governors would need to be authorised to sign this letter.

Governing body decision: Governors approved the signing of the letter.

9. Headteacher's report

The Headteachers report had been circulated prior to the meeting.

A confidential matter was discussed – see confidential minutes.

The safeguarding audit had been made available prior to the meeting and it was confirmed that the safeguarding governors had arranged meetings for 15th January for support staff and 27th January for teachers, as part of the audit.

10. Strategic Plan

The strategic plan had been made available prior to the meeting and it was highlighted that this had been presented at Curriculum.

It was confirmed that Mrs Mott would take on PSHE, wellbeing and supporting children with medical conditions.

Action – Update the linked governors document with Mrs Mott's responsibilities (Mrs Tanner).

11. Training

The Chair talked about the value of the whole governing body training session which had focused on working with parents. Three actions had come out of the session. She thanked Mrs Mott for completing the first action and writing up the learning walk which had taken place at the training. The second action related to governors being aware of upcoming events and it was felt that it would be sensible for such events to be highlighted at Full Governing Body meetings. The Chair talked about the different levels of conversations governors could have with parents; formal or informal, and there was a discussion around the way in which governors could approach this. The third action was to review the list of opportunities to engage with parents and to identify the ones that would work for the school.

Action - Meet and agree a list of opportunities for governors to engage with parents (Mrs Bartlett, Mrs Taylor, Mrs Coltham and Mrs Denyer)

Mrs Osborne, Mrs Bartlett and Mr Downie confirmed that they had all undertaken training. The courses they had completed were on Tackling Bullying in School, SEND and the Impact of Policies respectively. Mrs Birt had attended an online chairs' forum where there was a focus on attendance and the importance of it.

12. Agree Admissions Policy 2027/28

Governing body decision: Governors voted unanimously to agree the Admissions policy 2027/28.

Action – Arrange for the 2027/28 Admissions Policy to be published and sent to Hampshire Admissions (Mrs Tanner).

13. Preparation and agreement of annual report and accounts

Governing body decision: The governing body voted to accept the annual report and accounts, subject to the minor amendment regarding Mr Bailey's details being made by the auditors.

Action – Contact the auditors regarding the amendment to the annual report and accounts (Mrs Tanner).

Governing body decision: The governing body agreed to appoint HWB as the external auditor for the forthcoming year.

14. Committee reports

Curriculum (20th November 2025)

Minutes from the committee meeting had been made available prior to the meeting and the Chair highlighted the following:

- The school council had attended and were very enthusiastic, talking about what they are up to.
- Miss Ransley had presented on Design and Technology in the school.

The Chair reminded governors with subject responsibilities that they could attend meetings where their subject was being discussed as this could be used as one of their monitoring opportunities. There was a discussion around the Smart Phone Free strategy to be implemented from September 2026. One governor asked if the school would be asking parents to sign to say they had read the new policy. The staff agreed to think about this.

The following policies were proposed:

- Behaviour policy
- Governor visits policy
- Relationships, Health and Sex Education policy
- Special Educational Needs and Disability Policy
- SEND Information Report

It was noted that the first three policies (behaviour, governor visits, RHSE) needed to have the dates on the front page changed to the same months.

The chair of Curriculum talked through the Governor Visits policy and shared the staff's responses to it when she and Mrs Taylor had attended a staff meeting. She reminded governors to utilise the questions that were written at the back of the strategic plan. She also asked governors to be mindful of teacher workload, to give enough notice to staff prior to their visits and to think carefully about the time of the year that they asked to meet staff members. She added that Spring and Summer were deemed to be the most appropriate times of year.

Mrs Mott raised the fact that the class she had been allocated was inappropriate because her child was in that class. Mrs Winterton confirmed that she was happy to swap her year 3 class (3H) with Mrs Mott (1H).

Governing body decision: Governors approved all of the policies noted above with the understanding that the dates would be updated.

Actions:

- *Amend dates on the Behaviour, Governor Visits and RSHE policies (Mrs Tanner)*
- *Update the Linked Governors document to note the Adopt a Governor changes (Mrs Tanner)*

Resources (25th November 2025)

Minutes from the committee meeting had been made available prior to the meeting and the committee Chair highlighted the following:

- An issue had come up at the meeting regarding boilers. The school was currently in the process of gaining quotes for boiler replacement as one of the three boilers had failed.
- Three of the school's Promethean boards had broken and the committee had agreed the funding for these to be replaced.

Mrs Birt raised the point that it was agreed to carry out health and safety checks as per the RWS Safety Solutions' recommendations

The following policies were proposed:

- Educational Visits policy
- Whistleblowing policy

Governing body decision: Governors approved all of the policies noted above.

Governance and Audit (25th November 2025)

Minutes from the committee meeting had been made available prior to the meeting and the committee Chair highlighted the following:

- The Audit feedback found four points which were all low level
- Mr Wilkie thanked Mrs Willmott and her team for all they did to ensure the audit process was so smooth in the Academy.

Mrs Birt noted that the Headteacher's Appraisal meeting had taken place and that Debbie Allen had attended this as an external adviser.

Miss Ransley and Mr Bailey left the meeting.

Succession planning working group.

A confidential matter was discussed – see confidential minutes.

Miss Ransley returned to the meeting

15. Membership Matters

An update was provided as follows:

- Mr St John had resigned as a Member and the Diocese had appointed Mrs Ford as his replacement
- Miss Forder had now formally left the governing body but the Members had appointed her as a Member to replace Mrs Gailor.
- Mrs Mott had been elected by parents and joined the governing body as a new parent governor

16. Any other business

There was a discussion about governors bringing in their portable appliances to meetings and they were told that if they needed to plug these in, the leads needed to be PAT tested. Governors should let Mrs Birt know if this was the case and she would liaise with Mr Clifford regarding a date to bring leads in for testing.

Action – Advise Mrs Birt of any personal portable appliances that would need PAT testing (all governors)

Mr Wilkie asked how much money was in the governor fund and Miss Nunn reported that there are £68 currently in the fund

Mrs Osborne asked for thanks to be formally minuted to Mrs Huddleston for all of her hard work regarding musical performances within the community in recent weeks.

17. Date of next meeting

- 3rd February 2026 at 7pm (extraordinary meeting)
- 10th February 2026 at 7pm.

Meeting closed at 5.50pm

<u>Action Plan following the meeting of the Full Governing Body on 15th December 2025</u>				
Action		Item	Who?	By When?
1	All safeguarding training to be completed by end of January	7	All govs and Mrs Tanner	31/01/26
2	Contact people with outstanding monitoring summaries	7	Mrs Birt and Mrs Tanner	19/12/25
3	Complete outstanding contact sheets	7	Mrs Denyer and Mrs Taylor	05/01/26
4	Update the linked governors document with Mrs Mott's responsibilities	10	Mrs Tanner	05/01/26
5	Meet and agree a list of opportunities for governors to engage with parents	11	Mrs Bartlett, Mrs Taylor, Mrs Coltham and Mrs Denyer	10/02/26
6	Arrange for the 2027/28 Admissions Policy to be published and sent to Hampshire Admissions	12	Mrs Tanner	28/02/26
7	Contact the auditors regarding the amendment to the annual report and accounts	13	Mrs Tanner	19/12/26
8	Amend dates on the Behaviour, Governor Visits and RSHE policies	14	Mrs Tanner	05/01/26
9	Update the Linked Governors document to note the Adopt a Governor changes	14	Mrs Tanner	05/01/26
10	Advise Mrs Birt of any personal portable appliances that would need PAT testing	16	All Governors	10/02/26