



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 to be held on 21st October 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 K Coltham, Mrs J Nunn, Miss C Forder, Mr I Downie, Mrs A Ford, Mr I Wilkie, Mr D Trotman (Deputy Headteacher), Mrs G Winterton,
Apologies: Mr L Bailey, Mrs C Denyer, Mrs M Taylor, Rev M Terry, Miss E Ransley,
In attendance: Mrs L Tanner (Clerk),

1. Chairperson’s opening remarks

The Chair welcomed governors to the meeting and talked about the value of ‘community’. She highlighted the link to harvest and mentioned the children who had visited local care homes and the Waypoint foodbank.

2. Apologies

Apologies were accepted from the following :

- Mr Bailey who had nominated Mrs Birt as his proxy
- Mrs Denyer who had nominated Mrs Bartlett as her proxy.
- Mrs Taylor who had nominated Mrs Bartlett as her proxy.
- Rev Terry who had nominated Mrs Birt as his proxy.
- Mrs Winterton had apologised as she would need to leave early and had nominated Mr Downie as her proxy in her absence.
- Miss Ransley who had nominated Mrs Willoughby as her proxy.
- Miss Forder had apologised as she would be joining late and had nominated Mrs Bartlett as her proxy in her absence.

Governors discussed the timing of this particular meeting and the fact that it often seemed to be one that a number of governors were unable to make. It was agreed to review this for the following year. The business manager had also requested a later meeting if it fell in the same week as when the auditors were in, as they often used the meeting room.

3. Declaration of interests

None. It was noted that Mrs Winterton’s annual declaration remained outstanding.

Action – Submit annual declaration (Mrs Winterton).

4. Confirmation of matters of any other business

None.

5. Safeguarding scenario

The deputy headteacher read out a scenario and asked governors for their thoughts about the concerns they might have. A discussion followed including talk about young carers.

Question: If a child is a young carer, do the school need to take any action?

Answer: There are different options depending upon what level of young carer they are. If there were concerns then the DSL would investigate.

It was noted that the school currently had 5 young carers that they were already aware of.

Question: If a support scheme has a child noted as a young carer, do they contact the school to inform them?

Answer: No, this doesn't usually happen. The school normally refer out.

6. Minutes and confidential minutes of the previous meeting dated 8th September 2025

Governing body decision: The minutes were agreed as a true record.

7. Matters arising and other actions from the minutes of the previous meeting dated 8th September 2025

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

- Action 1: one remained outstanding as had been noted under item 3.
- Action 3: Complete. The headteacher would confirm when the mop up session in January will be held.

Action – Confirm date of safeguarding mop up session to Clerk (Mrs Willoughby).

- Action 4: All governors had verified their identity but 2 codes remained outstanding; Miss Forder's and Mr Trotman's.

Action – Confirm Companies House ID verification code to the Clerk (Miss Forder and Mr Trotman).

- Action 9: some summaries had been submitted but the following remained outstanding: Art, DT, English, PE, PSHE, RE and Science. The deadline was extended to 20th November.

Action – Complete outstanding subject monitoring summaries for 2024/25 (governors responsible for Art, DT, English, PE, PSHE, RE and Science).

- Action 10: Mrs Coltham advised that a document had been included in the meeting papers which explained the 6 core digital and technology standards and that it had been agreed at Resources to set up a working group. She asked for volunteers to join this group and Mr Downie and Mrs Osborne put themselves forward. It was also agreed that Mr Trotman and Mr Lamb would form part of the group.
- Action 16: this was confirmed as complete and Mrs Nunn confirmed that the fund was currently sitting at £168.56.

8. Correspondence

A thank you card from Gill Gailor was circulated during the meeting. The Clerk passed around contact detail sheets for governors to check and confirm. She advised that sheets for those governors not at the meeting would be put in the governors tray in the office.

Action – Obtain contact detail sheet from governor tray, check, sign and return to the business manager (Mr Bailey, Mrs Denyer, Mrs Taylor, Rev Terry).

9. Headteacher's report

The headteacher's report had been made available to governors prior to the meeting. She advised that the safeguarding audit had been returned and that the curriculum committee would now be monitoring the action plan. She added that the headteacher's report included SATs results but that these were unverified at present.

Question: Is there a typo in the safeguarding section? It states no children but then also refers to 3 on child protection.

Answer: Yes, this is a typo and should state 3.

Question: Was the number of pupils on Census 424?

Answer: Yes.

Question: Is the prefect scheme a new initiative or is this something that the school has always done?

Answer: We've had prefects for approximately 5 years but the assistant headteacher has been reviewing this and reinvigorating it. We have also now introduced house group leaders which Miss Ransley is leading.

Question: Do we still have the same PAN for juniors or has this now decreased back down?

Answer: We are still pulling this back down. Year 6 still have 32 but after this year all classes will be at 30.

Question: I note that under health and safety there were 2 near misses, what were they?

Answer: One was because a door guard split. The other relates to the gate into the wraparound care cabin. It now has a code and a magnetic catch but the catch is at adult head height. It has now been painted to make it obvious.

The headteacher told governors that there was currently a waiting list for school places but that she was aware of a couple of children who would be leaving after half term so spaces would be able to be offered out.

Governors thanked the headteacher for her report and congratulated her and all the staff on the excellent SATs results.

10. Strategic Plan

2025/26 Strategic Plan

The plan had been made available to governors prior to the meeting and the headteacher advised that it had been presented at the curriculum meeting. She confirmed that staff were now actively working on this.

Governing body decision: Governors approved the plan.

Mrs Forder joined the meeting.

Update on visits

Mrs Bartlett advised that herself and Mrs Taylor would be attending the staff meeting on 4th November to talk about monitoring visits. They would be asking staff for feedback around the most convenient times for the visits and would then feed this back to governors. She asked newer governors to let her know how confident they felt in conducting visits when they started and whether they thought additional help would have been useful.

It was confirmed that the safeguarding governors had completed their safeguarding visit and all was in order. The report was being written.

11. Appointment of Internal Audit Officer

The chair advised that Mr Nice had carried out the role of internal auditor for the past 12 years but that he had additional work commitments that were likely to impact upon his time. Mr Ellis had volunteered to take over the role and following discussion with Mr Nice, this had been agreed.

Governing body decision: Governors agreed the appointment of Mr Ellis as internal audit officer.

12. Annual Trustees' Report and Accounts

The clerk advised that the annual report had been submitted to the auditors who were currently carrying out their annual audit in school. The chair of resources told governors that a letter had been received prior to the audit asking if the school wanted the auditors to focus on any specific areas and that confirmation had been given to them that there was nothing in particular that the school wished for them to review.

13. Governors' Handbook

The proposed 2025/26 handbook had been made available prior to the meeting and it was noted that Mary Leask was mentioned in the document so this needed amending.

Governing body decision: Governors agreed the Handbook for 2025/26, subject to the above amendment.

Action – Remove Mrs Leask from the Governors Handbook and then publish on the portal (Mrs Tanner).

The Chair drew governors' attention to the Code of Conduct which had also been made available prior to the meeting. There was a discussion regarding the minutes being made available to any interested person and it was agreed that this should be updated so that it would be clear that any confidential matters would remain confidential.

Governing body decision: Governors agreed the Governors' Code of Conduct, subject to the above amendment.

Action – Reword the Governors' Code of Conduct as noted above (Mrs Tanner and Mrs Willoughby).

Mrs Winterton left the meeting.

14. Business Continuity Plan

It was noted that the Business Continuity Plan remained in place and would be updated in November.

15. Governing Body Policies

A schedule of the governing body policies had been made available to governors prior to the meeting and the Clerk advised that this document was used to ensure reviews were completed at the appropriate time. The headteacher told governors that the current half term had been particularly overwhelming as far as policies had been concerned and that governors should be mindful of this.

16. Re-adoption of HCC Manual of Financial Practice and Procedure

Governing body decision: Governors confirmed the re-adoption of the HCC Manual of Financial Practice and Procedure.

17. Re-adoption of HCC Manual of Personnel Practice

Governing body decision: Governors confirmed the re-adoption of the HCC Manual of Personnel Practice.

18. Review of Risk Register

The Risk Register and a summary document had been made available to governors prior to the meeting and governors thanked Mr Ellis for his work on this.

Question: The documents say that wraparound has been changed slightly but surely this has changed a lot?

Answer: There used to be 2 risks noted, with one being around the project delivery. The remaining risk relates to the quality of service, standards and staffing and this risk is still applicable.

Mr Ellis advised that there were 2 review points in the year and one of the major things that needed attention was the understanding of cyber and IT controls.

A governor highlighted that the reference to the Academy Trust Handbook needed updating to 2025.

Governors were reminded that the risks were theirs, not just the internal auditors and that they should flag if there were any additional risks not noted.

Action – Update reference to the ATH in the Risk Register to 2025 (Mr Ellis).

19. Committee reports

Curriculum (2nd October 2025)

Minutes from the committee meeting had been made available prior to the meeting and the committee Chair highlighted that herself and Mrs Taylor had arranged to attend a staff meeting to discuss governor visits and their timing. She told governors that as a result, the committee had agreed to defer the Governor Visit policy until after this meeting had taken place. She also advised that the committee had talked about the brilliant SATs results and that the English subject leader had given an excellent presentation.

The following policies were proposed:

- Safeguarding and ICT;
- Child protection;
- Computing;
- Curriculum;
- Teaching and learning

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

Resources (7th October 2025)

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

- The committee was recommending that the capacity in the wraparound care facility be capped on Mondays and Wednesdays to 40 children, to give staff some respite. Tuesdays and Thursdays would remain at 50 and Friday numbers were much lower anyway.
- The budget figures had gone to audit noting a deficit for the last year of £166,000 against an original budgeted deficit of £211,000. The audit feedback meeting would be taking place on 25th November.
- The 6 core digital technology standards had been reviewed.

Question: Capping the numbers at wraparound seems like a good idea but we wouldn't wish for this to be long term. As the school are recruiting for more staff, is the hope that these numbers will increase again?

Answer: The limit isn't purely due to staffing. The size of the room means that 50 children is a lot, particularly in the winter when the children can't go outside as much. On Tuesday nights there is an art club in school which is funded from the wraparound care income and this helps to reduce the numbers in the wraparound care building and also enables us to have up to 55 children that day. The cap won't be indefinite however and will be kept under review.

The following policies were proposed:

- Competitive tendering
- Complaints
- Finance
- Governor allowances and expenses
- Hospitality and gifts
- Lettings.
- Marketing
- Managing sickness

It was noted that there was a slight typo at the top of page 7 of the Lettings policy.

Governing body decision: Governors approved all policies noted above, subject to the amendment noted.

Action – Correct the typo in the Lettings policy (Mrs Tanner).

Forging Links (8th October 2025)

The committee minutes had been made available prior to the meeting and the Vice-Chair advised that the meeting had predominantly involved setting out the schedule for the year.

The Collective Worship policy was proposed and the headteacher advised that this was a new policy modelled on one from the Diocese.

Governing body decision: Governors approved the Collective Worship policy.

Governance and Audit (9th October 2025)

Committee minutes had been made available prior to the meeting and the Chair highlighted that the committee had discussed the expectations of governors and had agreed on actions. They had also talked about how to raise the profile of the governing body and governors were encouraged to provide input to the school newsletter. The dissolution of Hampshire County Council had also been discussed.

Pay and Appraisal (16th October 2025)

The Chair of Resources and Chair of Governors provided an update in the committee Chair's absence. They advised that Debbie Allen had been agreed as external advisor for the headteacher's panel again and that they had received recommendations from the panel and agreed dates for the appraisals this year. They went on to add that the headteacher had produced an anonymised report on teachers performance and that they had discussed and approved the recommendations. They advised that the minutes from the meetings stayed with the committee as they had full delegated powers. They confirmed that salary statements were being issued.

The following policies were proposed:

- Performance policy.
- Pay policy

The headteacher advised that the previous policies had been amalgamated and that these new combined policies had both been based upon the Hampshire ones and then adapted. The Pay policy had been out for consultation but no comments had been received. The capability policy had been deferred.

Governing body decision: Both policies were approved.

20. Health and Safety

A health and safety governor advised that following the meeting with Ray West a pattern of checks had been set out. One health and safety meeting had been held this year and the minutes from this would go to Resources when the checks would be discussed. The site manager was addressing things systematically and making good progress. She highlighted that health and safety was the responsibility of all governors.

Question: Who is in charge of the health and safety for the firework display?

Answer: The display is being run by an external company who have carried out a comprehensive risk assessment and a school risk assessment has also been done relating to the additional activities such as food stands and bar. The headteacher, site manager and business manager met with the PTFA and went through the risk assessment in great detail. A courtesy note was sent out to the local community.

Question: What is the maximum number of attendees to the event?

Answer: Despite the company advising they could accommodate more, the PTFA have limited it to 600.

Question: The previous site manager had an assistant. Has the lack of a site assistant had an impact on health and safety or estate management?

Answer: The new site manager is a lot more proactive and as a result, the impact has been positive.

21. Membership Matters

An update was provided as follows:

- The parent election was in progress with a deadline of 22nd October. There were 3 candidates.
- Gill Gailor had resigned as a Member.
- Mrs Osborne had been reappointed for another term.
- Mrs Ford would like to continue for another term so this would be taken to the Members to request approval.

22. Any other business

None.

23. Date of next meeting – 15th December 2025 at 4pm.

<u>Action Plan following the meeting of the Full Governing Body on 21st October 2025.</u>				
Action		Item	Who?	By When?
1	Submit annual declaration	3	Mrs Winterton	31/10/25
2	Confirm date of safeguarding mop up session to Clerk	7	Mrs Willoughby	15/12/25
3	Confirm Companies House ID verification code to the Clerk	7	Miss Forder and Mr Trotman	31/10/25

4	Complete outstanding subject monitoring summaries for 2024/25	7	Govs responsible for Art, DT, English, PE, PSHE, RE and Science.	20/11/25
5	Obtain contact detail sheet from governor tray, check, sign and return to the business manager	8	Mr Bailey, Mrs Denyer, Mrs Taylor, Rev Terry	15/12/25
6	Remove Mrs Leask from the Governors Handbook and then publish on the portal (Mrs Tanner).	13	Mrs Tanner	09/11/25
7	Reword the Governors' Code of Conduct as noted above	13	Mrs Tanner and Mrs Willoughby	09/11/25
8	Update reference to the ATH in the Risk Register to 2025	18	Mr Ellis	15/11/25
9	Correct the typo in the Lettings policy	19	Mrs Tanner	09/11/25