



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 13th July 2026

Minutes

- Attendees:** Mrs J Birt (Chair), Mrs K Bartlett, Mr I Downie, Mrs L Mott, Rev M Terry, Mr I Wilkie, Mrs G Winterton, Mrs J Nunn, Mrs G Osborne (Development and Training Governor), Mrs S Willoughby (Headteacher), Mrs M Taylor, Mrs A Ford, Mr D Bissell, Mr M Ellis (Internal Auditor),
- Apologies:** Mrs K Coltham, Mrs C Denyer, Mr D Trotman (Deputy Headteacher)
- In attendance:** Mrs L Tanner (Clerk), Mrs A Willmott (Business Manager), Mr G Bater (Assistant Headteacher),

1. Chairperson’s opening remarks

The Chair welcomed governors to the last meeting of the year. She talked about the World War II project that some of the children had been involved in and how this was a great example of the school’s vision and values, along with the production and sports day. She told governors that the year 6 leavers’ service was taking place the following week and that governors were welcome to attend.

The Chair then talked about the fact that this was the Headteacher’s last meeting of the year and thanked her for everything she had achieved over the years, highlighting how many children that she had influenced. Governors presented her with a card and gift and wished her all the best for her retirement.

The Chair went on to talk about Mrs Nunn who would be standing down as a governor at the end of the year and thanked her for everything she’d done. She then thanked Mr Ellis, who would also be standing down as a governor and presented him with a card and gift, adding that, subject to agreement, he would be staying on as internal auditor.

2. Apologies

Apologies were accepted from the following:

- Mrs Coltham who had nominated Mrs Osborne as her proxy
- Mrs Denyer who had nominated Mrs Bartlett as her proxy
- Mr Trotman who had nominated Mrs Willoughby as his proxy

3. Declaration of interests

None.

4. Confirmation of matters of any other business

- 2026/27 Safeguarding audit

5. Safeguarding scenario

The Headteacher talked to governors about the use of pupil identifiable imagery in public-facing media during this item. She explained the Hampshire guidance and told governors that this had been discussed in the Curriculum meeting. She added that some local schools were starting to limit images to the backs of heads with no pupil faces while others were carrying on with no changes with a view to seeking new parental permissions in the Autumn term, and that Hook had put up a notice at the beginning of the production asking parents not to share any photos taken on social media. The Headteacher advised that she

had agreed with the incoming Headteacher that she would prepare a letter to bring to governors for sending on to parents at the start of the new academic year, with requests for new permissions; the Headteacher passed a copy of the proposed letter to governors.

Question: Is it feasible to manage these permissions for each child?

Answer: We already do this. We hold a permissions file in the office and block images where permission is not given. This academic year we found that less year R parents gave permission than in previous years.

Question: Could you use a secure platform instead?

Answer: We do have Seesaw but anyone who is not a parent, for example grandparents, wouldn't see this. We use Facebook as a celebration of what we do in the school but we acknowledge that there is a risk.

The Headteacher told governors that the new permissions being sought were more detailed than previously, with separate permissions for the closed and open Facebook groups. She added that parents of the pupil Ambassadors had been contacted again to gain permissions as Becky Moss needed images to promote the school for the 2027 intake. These had been gained and photos had been taken but ~~that~~ none of these pupils' faces were being shown front on. The parents had been comfortable with side face images as well as the backs of heads.

Question: Are children ever named in the photos?

Answer: No, not by us although sometimes other parents might comment with a name.

A governor suggested that the form should explicitly request permission for both Hook News and Parish News and also that a link to the guidance be included within the letter.

Question: How does this affect what is already on the website and Facebook page?

Answer: We already have permissions for things previously posted on Facebook but we would need to change the website as well as Facebook going forwards and our school prospectus.

Governors discussed the risks and the Headteacher advised that the incoming Headteacher had not yet read the letter but was aware of it. The letter would not be sent out until September and the incoming Headteacher would have an opportunity to amend. It was agreed that it would be useful to gain the e-safety consultant, Lee Hayward's opinion, as well as the IT governor, Mrs Coltham's.

Governing body decision: Governors agreed to leave the letter unchanged and for individual permissions to be obtained. Feedback would then be brought to the September meeting for a final decision to be made.

It was noted that until permissions were received and a final decision made, no full-frontal photos would be published in the new academic year.

Actions:

- *Update the pupil identifiable imagery letter as agreed and issue at the start of the new academic year (Mrs Willoughby and Mr Bartlett)*
- *Discuss the pupil identifiable imagery letter with Lee Hayward and Mrs Coltham (Mrs Willoughby and Mrs Birt)*
- *Add use of pupil identifiable imagery to the September FGB agenda (Mrs Tanner).*

6. Minutes and confidential minutes of the previous meetings dated 18th May 2026 and 3rd June 2026

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

7. Matters arising and other actions from the minutes of the previous meetings dated 18th May 2026 and 3rd June 2026.

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

Actions from 18th May 2026

- Action 1: The Clerk confirmed that this had been completed and feedback provided. She told governors that attendance was not linked to any specific meeting time which evidenced that rotating times worked best.

- Action 2: This remained outstanding as the date was still to be confirmed.

Action – Update governors with the date for the new parent coffee morning when known (carried forward from July meeting) (Mrs Mott)

- Action 3: This was complete and a tree inspection had been booked for the current week which would be repeated every 2 years.
- Action 4: The DTG confirmed that she had asked Hampshire to book the training and provided preferred dates of 4th or 18th November but had not yet heard back. The action was therefore carried forward.

Action – Book the whole governing body training on Ofsted (carried forward from July meeting) (Mrs Osborne)

- Action 6: The Chair of Forging Links confirmed that Hannah Inglis had attended from the Diocese. This action was complete.
- Action 8: The Business Manager confirmed this action as complete and told governors that the work to the pipes was not covered under the insurance.
- Action 9: The Chair advised that only herself and Mrs Osborne had put themselves forward as governor representatives to attend the upcoming parents evening and that she had been hoping for more volunteers. Mrs Bartlett also offered and it was agreed that her and Mrs Osborne would attend.. The Chair asked that any other governors who were parents and attending the evenings anyway take some time to try to talk to parents in their capacity as governor.

3rd June 2026

Action 3: this would be covered later in the meeting.

8. Correspondence

The Chair advised that she had received a letter from Jeff Williams at the Diocese suggesting a welcome service for the incoming headteacher. She confirmed that a service had been arranged for 4th October at 10am, with parents leading this, and that all governors were invited.

Action – Reply to the Diocese to confirm arrangements for the Headteacher’s welcome service (Mrs Birt)

9. Headteacher’s report

The report had been made available prior to the meeting and the Headteacher confirmed that formal SATs results were still not available due to a glitch with Pearsons who were the company commissioned by the DfE to take responsibility for the marking of the tests.

Question: With regards to school readiness and early years, is there anything we can do to help?

Answer: The problems stem from an earlier age as pre-schools are receiving children at a lower mark than previously. This is a national trend and has affected 0-2 year olds.

Question: What is the impact of the withdrawal of the sports premium funding?

Answer: There was another change to the funding on Friday and we believe the government will now be paying up until the end of the spring term but it will only be a very small amount per school. We’ve been discussing the impact of this with IDPE and are negotiating less focus on CPD because staff have been receiving training now for some time. We will aim to retain the focus more on extra curricular opportunities. There will still be some clubs that now need to be paid for and the SLT will be meeting with the PE subject leader to discuss which clubs to continue. The current Headteacher would write to parents to confirm changes to clubs.

The Headteacher added that the Sports Premium statement on the website had to be published before 31st July and that governors needed to approve this.

Governing board decision: Governors agreed to the proposed changes resulting from the withdrawal of sports premium funding.

Safeguarding audit action plan

The Headteacher confirmed that all actions were now complete.

10. Strategic Plan

Evaluation of progress on 2025/26 Strategic Plan and questions from governors

The updated plan had been made available prior to the meeting and the Headteacher advised that many of the gaps had been due to the fact that some teachers had not had their subject manager time, at the time of writing. She confirmed that these outstanding areas were now complete. She also told governors that items in green were things that had not been possible to complete, for example attending cluster meetings that hadn't taken place. There were also a few areas where a new subject manager had taken over and had changed priorities. Governors had no further questions.

Update on visits

Mrs Winterton confirmed that her art monitoring visit had been booked for the last day of term and Mr Bissell confirmed that his PE monitoring would be completed before the end of term. Mrs Winterton advised that it was unlikely her class visit would happen due to teacher's availability. It was agreed that no reports were required for GDPR or looked after children as these were monitored through other means.

Action – Update the linked governor documents to note that no reports are necessary for GDPR or looked after children (Mrs Tanner).

Question: Now that Ofsted is changing, are the annual monitoring summaries still useful?

Answer: This is something we should discuss at the next Governance and Audit meeting.

Action – Add annual monitoring summaries to the next Governance and Audit meeting agenda (Mrs Tanner).

Discuss Linked Governors for 2026/27

A draft document had been made available prior to the meeting and the Clerk asked if any governors had any queries or concerns. Mrs Bartlett confirmed she would be happy to pick up 1H and Mrs Winterton advised she would take 4GR whilst Mr Bissell took the other year 4 class. Mrs Winterton advised she was happy to keep educational visits.

Action – Update the 2026/27 Linked Governors document with the agreed changes to responsibilities (Mrs Tanner).

Agree Additional Strategic Commitments for 2026/27

A draft of these had been provided prior to the meeting and the Chair advised that the majority had been through committees, with the exception of Governance and Audit and Pay and Appraisal. Members of the G&A committee had been asked to review the relevant objectives via e mail and to respond with any comments. It was agreed that staff wellbeing should stay with Resources as well as wraparound care.

Mr Ellis left the meeting.

It was noted that, once agreed, these objectives would be used by each committee to create action plans which would be regularly reviewed.

Governing body decision: Governors agreed to the additional strategic commitments for 2026/27.

Action – Put the additional strategic commitments into a page in Canva and forward to the Headteacher for inclusion in the strategic plan (Mrs Bartlett)

11. Training

The DTG confirmed that there had been little training completed during the year and reminded governors that e-learning was available if they were struggling to fit this into their schedules. She also reminded governors of the need to write reports following any training and to send these to the clerk. The DTG encouraged governors to attend the Ofsted training that was taking place on 19th October and 14th January at 6.30pm. The Clerk told governors that the GovernorHub AI assistant was a useful resource for ideas and queries.

Action – Complete any outstanding training reports and send to the Clerk (all governors)

The Headteacher confirmed that safeguarding training would be taking place in the morning of 28th September in school and that governors should attend.

Question: Will there be a wash up session after Christmas?

Answer: I don't know as the new headteacher will be responsible. You will need to ask him nearer the time.

12. Committee reports

Curriculum (18th June 2026)

The minutes from the meeting had been made available and the committee Chair highlighted that pupils had been in to talk about the World War II project. She thanked Mr Hutchinson and everyone involved in the project. She also told governors that the committee had been given a tour of the 'Nature Nook' and thanked everyone who had been involved in this project. The School Councillors had also presented at the meeting.

Resources (30th June 2026)

The minutes had been made available and the committee Chair advised that the committee had received feedback on the Nature Nook and had agreed that a quick tour of the area would take place at the first FGB of the year. He advised that the planned work for the summer was focussed on fixing a leaking pipe and that quotes had been received for £15,000, £14,000 and £4,000. The latter had come from the existing provider and had been agreed, following confirmation that it was on a like for like basis with the others.

Question: Is there anything you can do to reduce the risk of a reoccurrence elsewhere?

Answer: The issue is the age of the pipework, together with the increased pressure from the new boilers.

The Chair confirmed that the budget forecast had included a deficit of £72,000 and that it was coming in at £70,000. He advised that £30,000 had been spent on boilers.

The Pensions Discretionary Statement had been agreed by the committee and was proposed for ratification.

Governing body decision: Governors approved the Pensions Discretionary Statement.

Forging Links (20th June 2026)

Minutes had been made available and the committee Chair told governors that the Collective Worship Council had attended for part of this. He added that Hannah Inglis from the Diocese had attended the meeting to discuss the Reverend (and committee Chair)'s upcoming retirement and it had been agreed subject to governor approval at the September FGB, that Mrs Winterton would take on the role of committee chair whilst a replacement vicar was sought. The committee chair went on to tell governors that a youth worker, Antonia, had been appointed by the church and would take on some of the Collective Worship.

The committee chair then showed governors a book that had been presented to pupils moving from infants to juniors called the 'Big Wide Welcome' and advised that a couple of these books had also been donated to the school library.

13. 2026/27 Budget and 3 year budget.

Budget documents had been made available prior to the meeting and it was noted that these had been discussed and agreed by the Resources committee.

The Business Manager told governors that since the Resources meeting, the teacher's pay award had been announced as 3.5% and the DfE had advised they would provide some funding, although the amount was currently unknown. She went on to say that the guidance for support staff was 3.2% but this had yet to be confirmed. The Business Manager highlighted that payroll would need 2 months to implement so she was seeking approval from the board to implement this when agreed.

Governing body decision: Governors agreed to the 2026/27 and 3 year budget. They also agreed for the teacher's pay award to be implemented, and for the support staff pay award to be implemented once confirmed.

Rev Terry left the meeting.

14. Agreement of Staffing for 2026/27

The staffing structure for 2026/27 had been made available prior to the meeting and the Headteacher highlighted that PE had been moved to green.

Rev Terry returned to the meeting.

Question: Who is the inclusion manager?

Answer: This is Zoe Hine.

Question: With regards to the office staff, we are aware that the admin officer is changing her hours, are we reflecting this?

Answer: We don't add hours to the chart.

Governing body decision: The staffing structure for 2026/27 was agreed.

15. Report on statutory assessment

This item was carried forward as results were not yet available due to a 'glitch' with Pearsons who were the company commissioned by the DfE to take responsibility for the marking of the tests. The Headteacher advised that she would circulate once available.

Action – Forward a copy of the SATs results to governors once available (Mrs Willoughby).

16. Meeting dates for 2026/27

Draft dates had been made available prior to the meeting and it was agreed for the FGB on 7th September to change to a 6pm start with a visit to the Nature Nook in the first 15 minutes.

Governing body decision: Governors agreed to the 2026/27 meeting dates.

Actions:

- **Update the 7th September FGB start time to 6pm and publish meeting dates (Mrs Tanner)**
- **liaise with Mrs Holding regarding a visit to the Nature Nook at the start of the September FGB (Mrs Tanner).**

17. Confirmation of Governing Body and committee Terms of Reference

All Terms of Reference (TORs) had been made available prior to the meeting and the Clerk confirmed that these had been reviewed by each committee, with the exception of Pay and Appraisal, Governance and Audit and FGB.

It was agreed to remove the sentence stating that minutes were signed by the Chair in all Terms of Reference.

Question: I thought we had agreed to change the Resources financial threshold to £2,000 to match the Finance policy?

Answer: I checked and the Finance policy stated £1,000. I will double check.

Question: The TOR for FGB refers to the Headteacher as the Principal, why is that?

Answer: It maybe because it says that in the Articles, we need to double check.

Mrs Taylor joined the meeting.

Governors discussed the Governance and Audit meeting quorum of 5 and agreed this remained realistic whilst proxies were still being used.

Governing body decision: Governors agreed to the Terms of Reference, subject to the above changes/checks.

Actions:

- *Update all Terms of Reference to remove reference to the Chair signing minutes (Mrs Tanner)*
- *Check the financial threshold in the Resources Terms of Reference against the Finance policy and amend as necessary (Mrs Tanner)*
- *Check reference to Principal in the Articles of Association and amend the FGB Terms of Reference as necessary (Mrs Tanner)*

18. Membership Matters

The Chair told governors that a number of applications had been received for the 3 appointed governor positions and that 2 had been declined due to potential conflicts of interest. She confirmed that Rachel Peel had been appointed from 1st July and would be joining the Curriculum committee. She also advised that Steve Grieve and Alison Whicher had both been appointed from 1st September. Mr Grieve would join the Resources committee and Ms Whicher the Curriculum committee. All would be receiving inductions. The Chair advised there would be another 2 vacancies in September but these would remain vacant for the time being whilst these new governors were settling in.

The Chair of Resources also told governors that a new business manager had been recruited and would start on 1st September. She would work alongside the existing Business Manager until the existing Business Manager's retirement at October half term.

19. Governors' awards

It was noted that 2 £10 amazon vouchers from governors were usually awarded at the leavers service; 1 for the pupil who had made the most progress and the other to the best classmate, as voted for by the children.

Governing body decision: Governors agreed to provide 2 book vouchers worth £10 each.

20. Review of Governing Body effectiveness during the year

Governors reflected upon the year and talked about how much time and effort had gone into recruiting the new headteacher. This had been led by a core team but other governors had also provided input and the result had been very successful.

They talked about the fact that the Health and Safety monitoring was back on track and successful meetings and checks were now in place.

Governors also commented upon the work done by the new Internal Auditor and how the audits were now improved and a lot more thorough.

It was recognised that the pupil voice had been heard a lot more during the year and that governors' profile within the school community had been raised.

Looking into the next year, governors talked about the fact that the additional strategic commitments would provide good development areas to focus upon.

21. Election of the Internal Audit Officer

Governing body decision: Governors appointed Mr Matt Ellis as the Internal Audit Officer for 2026/27.

22. Ofsted

It was noted that there was no further update on this.

23. Any other business

2026/27 Safeguarding audit

The Headteacher advised that at the first FGB meeting of the new academic year, governors usually delegated authority to the safeguarding governors to agree the audit. In view of the Headteacher's retirement at the end of August, the audit would be carried out in August this year and must be submitted by the end of September. She asked how governors would like to handle this. Following discussion, it was agreed for the Headteacher to send to the Clerk once complete and then it would be brought to the first FGB of the new academic year for approval.

Action - Send the safeguarding audit to the Clerk for addition to the September FGB meeting papers (Mrs Willoughby)

Website

It was noted that the website would be changing during the summer holiday and few updates had been given by the new providers.

Action – Contact the new website providers about the change to the website (Mrs Willoughby and Mrs Willmott).

Other

Governors thanked everyone who had been involved in the recent school production of 'Frozen' and commented upon what a success it had been.

24. Date of next meeting

7th September 2026 at 6pm.

<u>Action Plan following the meeting of the Full Governing Body on 13th July 2026</u>				
Action		Item	Who?	By When?
1	Update the pupil identifiable imagery letter as agreed and issue at the start of the new academic year	5	Mrs Willoughby and Mr Bartlett	31/08/26
2	Discuss the pupil identifiable imagery letter with Lee Hayward and Mrs Coltham	5	Mrs Willoughby and Mrs Birt	31/07/26
3	Add use of pupil identifiable imagery to the September FGB agenda	5	Mrs Tanner	15/08/26
4	Update governors with the date for the new parent coffee morning when known (carried forward from July meeting)	7	Mrs Mott	07/09/26
5	Book the whole governing body training on Ofsted (carried forward from July meeting)	7	Mrs Osborne	31/07/26
6	Reply to the Diocese to confirm arrangements for the Headteacher's welcome service	8	Mrs Birt	31/07/26
7	Update the linked governor documents to note that no reports are necessary for GDPR or looked after children	10	Mrs Tanner	31/07/26
8	Add annual monitoring summaries to the next Governance and Audit meeting agenda	10	Mrs Tanner	07/09/26
9	Put the additional strategic commitments into a page in Canva and forward to the Headteacher for inclusion in the strategic plan	10	Mrs Bartlett	24/07/26
10	Complete any outstanding training reports and send to the Clerk	11	All governors	24/07/26
11	Forward a copy of the SATs results to governors once available	15	Mrs Willoughby	31/08/26
12	Update the 7th September FGB start time to 6pm and publish meeting dates	16	Mrs Tanner	01/09/26
13	Liaise with Mrs Holding regarding a visit to the Nature Nook at the start of the September FGB	16	Mrs Tanner	22/07/26
14	Update all Terms of Reference to remove reference to the Chair signing minutes and publish TORs	17	Mrs Tanner	31/08/26
15	Check the financial threshold in the Resources Terms of Reference against the Finance policy and amend as necessary	17	Mrs Tanner	22/07/26

16	Check reference to Principal in the Articles of Association and amend the FGB Terms of Reference as necessary.	18	Mrs Tanner	31/08/26
17	Send the safeguarding audit to the Clerk for addition to the September FGB meeting papers	23	Mrs Willoughby	15/08/26
18	Contact the new website providers about the change to the website	23	Mrs Willoughby and Mrs Willmott	31/07/26