



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 18th May 2026

Minutes

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

1. Chairperson’s opening remarks

The Chair welcomed governors to the meeting. She talked about the circus that had been at the school in the past week and also SATS, adding that she had overheard a conversation between a parent and a child and the child had appeared pleasantly relaxed about them. A governor then mentioned the children’s involvement in the art project for Friends of the Hospital and that the children had painted stones for the community garden; she told governors that everyone at the hospital had talked about how lovely and polite the children were. The Chair highlighted that all of those things were examples of the school’s vision and values.

2. Apologies

Apologies were accepted from the following:

- Mrs Willoughby who had nominated Mr Trotman as her proxy
- Mrs Osborne who had nominated Mrs Ford as her proxy
- Mrs Denyer who had nominated Mrs Bartlett as her proxy
- Mr Ellis who had nominated Mrs Bartlett as his proxy
- Mrs Taylor who had nominated Mrs Bartlett as her proxy
- Mr Bissell who had nominated Mrs Birt as his proxy.
- Mrs Mott had apologised for the fact that she would be arriving late.

Governors discussed whether the timing of this particular meeting was making it difficult for people to attend and it was agreed to review past years to see if this was a theme.

Action – Review the attendance at 4pm FGB meetings over the past couple of years (Mrs Tanner).

3. Declaration of interests

None.

4. Confirmation of matters of any other business

- Possible leak affecting the heating
- Cleaning contract.

5. Safeguarding scenario

The Deputy Headteacher asked governors what their understanding of ‘cumulative harm’ was and what it might look like in schools. Governors gave their thoughts and agreed that it involved not looking purely at the larger, obvious things but ensuring there was a system in place to note the minor things, enabling

patterns to be identified. It was noted that the school used CPOMS to log all incidents and that all members of staff were encouraged to use this.

Question: Are you able to search for all references relating to a particular child on the system?

Answer: Yes.

Mrs Mott joined the meeting.

6. Minutes and confidential minutes of the previous meetings dated 19th March 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 19th March 2026.

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

- Action 1: No date had been agreed yet so this action needed to be moved forward to September.

Action - Update governors with the date for the new parent coffee morning when known (Mrs Mott)

Action 2: The Clerk confirmed that more reports had been submitted and that email reminders had been sent. Governors were reminded to email the Clerk with confirmation of any Adopt-a-Governor visits carried out.

8. Correspondence

The Chair told governors that Miss Ransley had emailed to thank everyone for her gift.

9. Headteacher's report

The Deputy Headteacher provided the Headteacher's verbal report to governors as follows.

Safeguarding audit

The DSL and designated teacher training was due to take place in July. Otherwise, all actions had been completed.

Pupil Numbers

Pupil numbers were currently 424. 58 families had provided acceptance and proof of address ready for September 2026 and 4 families had withdrawn their applications. 2 replacements had been offered by Hampshire and the school was waiting for them to offer out the 2 remaining. Sam Parkes had held the first parent information sessions.

Question: Why did 4 families withdraw their applications?

Answer: The majority decided to go to private schools. We have enough children on the waiting list to fill the places.

Staffing

Confidential matters were discussed – see confidential minutes (1)

The incoming headteacher, Justin Bartlett, would be in school for a planning day with the current Headteacher on 17th June and would spend the whole day in school on 6th July holding 'getting to know you' meetings with the staff and children.

Classes and teachers for 2026/27 would be determined once staffing was finalised and then subject management responsibilities could be agreed and transition plans put in place.

Question: Will Justin be involved in deciding the classes?

Answer: No.

Question: Do teachers stay with the same year and subjects?

Answer: Not necessarily, sometimes they move although they can put in a request.

Question: A couple of years ago there was a problem with the transfer of information to Brookfield. Is the system that was subsequently put in, still in place?

Answer: Yes.

Safeguarding

There was 1 child on a child protection plan and none identified as children in need. 1 pupil was under Early Help.

Assessment

- KS2 SATs had taken place
- Whilst KS1 SATs were no longer statutory, the process was still being followed to enable benchmarking at the end of KS1.
- Phonics screening would be taking place during the week of 8th June
- Year 4 multiplication checks would be taking place between 1st and 12th June.

School trips

- Year R Longdown Activity Farm: 16th April
- Year 1 Winchester Science Centre: 3rd June
- Year 2 Arundel Castle: 9th June
- Year 3 Butser Hill: 21st June
- Year 4 Mary Rose: 23rd June
- Year 4 Stubbington: 25th to 27th March 2026. Next year taking place 1st to 3rd March 2027.
- Year 5 Dorset: 22nd to 26th September
- Year 5 local river walk would be taking place
- Year 6 French trip: 22nd to 26th June. Next year booked for 14th to 18th June 2027.
- Year 6 Paultons Park: 21st May
- Year 6 Itchen College: 26th March 2026.

EHCPs:

There were 3 children due to join the school in September in 2026 with EHCPs. 2 existing EHCPs would be leaving the school at the end of the current year to go to special schools. This would mean there would be 5 EHCPs at the start of the year. One of these may not take the place. Another EHCP was being applied for and the process for another 2 would be started.

10. Receive report on performance review of SLT

The Deputy Headteacher confirmed that performance management procedures were on schedule. SLT members had been set aspirational targets in line with class teachers which were 85% for reading and maths and 80% for writing. He told governors that at the progress reviews in the Spring term, all subject areas in all year groups had shown improvements. Reading and maths were on track to meet at least 80% across the school and writing was likely to reach 75%. The final data drop would be taking place in June, followed by progress meetings and the concluding performance management interviews. The focus on GDS had been effective throughout the school with the majority of year groups on track to meet the 14% target.

The Deputy Headteacher added that recruitment of the new Headteacher had been successful and that the Deputy and Assistant Headteachers were continuing their professional development through online sources. He told governors that the sounds and syllables that had been introduced had received great feedback from the children who had said they were enjoying it and found it very helpful.

11. Strategic Plan

The Deputy Headteacher confirmed that a full update had been provided at the Curriculum meeting and that most of the tasks were on track. 2026-27 priorities had been identified and the plan would be shared with governors at the meeting on 3rd June at 3.45pm.

Governors were reminded that they should complete their monitoring visits and to email the Clerk with confirmation of any Adopt-a-Governor visits carried out.

Mrs Birt confirmed that she and Mrs Osborne had been carrying out the health and safety checks and the next thing to review would be risk assessments. She added that the Senior Site Manager was putting

together the premises ones and that they were taking some time as they were being put into a different format. Governors were asked that when monitoring subjects, they check that risk assessments were in place where necessary.

Question: The subject leader for science uses a system that does the assessment, does that meet the requirement?

Answer: Yes, your role is simply to check that they exist.

A governor highlighted that Hampshire had seen a lot of incidents relating to trees, including the climbing of them and that the school should ensure they had risk assessments that covered these. The Chair advised that she would raise this in the next health and safety meeting. The Business Manager confirmed that she had spoken to Ray West (health and safety consultant) about signage who was happy with the current signage and had advised against adding signs to the gates.

Action – Check the risk assessments for trees at the next health and safety meeting (Mrs Birt)

12. Training

The Chair suggested that the whole governing body training be on Ofsted as it was a brand new framework and governors agreed.

Action – Book the whole governing body training on Ofsted (Mrs Osborne).

The Chair confirmed that the skills audit had been positive. The lower areas highlighted by members of the resources committee had been curriculum related and the lower areas highlighted by members of the curriculum committee had been related to budget monitoring reports.

Governors were reminded that they should be completing at least 1 training session per year, in addition to induction, where relevant and whole governing body training.

13. Committee reports

Curriculum - 30th April 2026

The minutes had been made available prior to the meeting.

The following policies were proposed:

- Policy review dates and allocation
- Attendance policy
- Parental Involvement policy
- Pupil Premium policy
- School Uniform policy
- Single Equality Statement/Equal Opportunity policy

Governing body decision: All policies were agreed.

It was noted that the speaker at the next Curriculum meeting was outdoor learning and Mrs Ford confirmed that as the governor responsible for this, she would attend.

Resources - 5th May 2026

The minutes had been made available prior to the meeting and the Chair of Resources highlighted a few points. He told governors that Mrs Holding and the Senior Site Manager had done a lot of work on the environmental area and that the Wraparound Care provision was going well, with a healthy waiting list for September. He confirmed that at budget revision in March, a deficit of £72,000 was predicted and at the end of March the deficit was £71,000.

Question: Could this reduce further as we approach the end of the year, if teachers haven't spent their allocation?

Answer: Yes.

The following policy was proposed:

- Reserves

Governing body decision: The policy was agreed.

Mr Trotman and Mrs Willmott left the meeting.

A confidential matter was then discussed – see confidential minutes (2)

Mr Trotman and Mrs Willmott returned to the meeting.

Governance and Audit - 14th May 2026

The minutes of this meeting had not yet been circulated and the committee meeting chair highlighted the key areas that had been discussed. She advised that the committee had discussed the 'additional strategic commitments' and that herself and the Chair of Governors were due to meet and review these for 2026/27 prior to the FGB meeting on 3rd June. She added that these would likely be changed so that they linked in with the new Ofsted framework and that they would most likely be based around the committees.

The Internal Auditor had talked through the audit feedback at the meeting and the committee had been very pleased with the thorough job that he had done. The committee chair added that nothing major had been picked up.

The Chair of Governors advised that the committee had discussed succession planning and the current and upcoming governor vacancies. They had talked about how to promote the vacancies and Becky Moss had put together a more visually appealing advert to be sent out. Governors were asked to help with promotion by sharing the advert and encouraging people to come forward.

The Chair of Governors also told governors that the committee had discussed vice-chairs attending G&A meetings from a development point of view. She added that if any governors wished to take on a chair role in the following year to let her know.

Question: Could we add the Hampshire County Council Local Government Reorganisation to the risk register?

Answer: We can ask Mr Ellis to add this.

Action – Add the Hampshire County Council Local Government Reorganisation to the Risk Register (Mr Ellis and Mrs Tanner)

14. Membership Matters

Rev Terry told governors that his retirement had been formally announced and that this would leave a further space on the governing body. He added that the Diocese could fill this position with a temporary Foundation Governor whilst a replacement vicar was being recruited. Governors discussed the importance of ensuring the close links with the church were managed carefully. Governors also discussed the fact that the vice-chair of the Forging Links committee was also stepping down. It was agreed that Sue Bowen from the Diocese should be invited to the next Forging Links committee to discuss the future of the committee when the Reverend retires.

Action:

- **Invite Sue Bowan to the next Forging Links committee meeting (on 10th June at 3pm) (Rev Terry)**
- **Add an item regarding the Reverend's retirement to the next Forging Links Agenda (Mrs Tanner)**

Question: Who will lead Collective Worship on a Tuesday?

Answer: June Ward. We are also recruiting a part time families youth worker and we can ensure that Collective Worship is included in their terms of reference.

Question: Do we have a fixed number of governors and could we recruit now?

Answer: We can have up to 20 governors so we could recruit now. However, we have to be mindful of the fact that Foundation Governors cannot make up more than 25% of the Governing Body so in view of the number of upcoming vacancies, we need to be careful of timings.

15. Ofsted

This had been discussed earlier in the meeting.

16. Any other business

Possible leak affecting the heating

The Business Manager reminded governors that the boilers had recently been replaced and that the school was aware that the pipework under the flooring was very old so there was potential for a leak. She went on to say that in the past week, all pressure in the boilers had dropped and the boiler engineers had been out and advised that this was most likely due to a leak somewhere. They hadn't however been able to investigate whilst children were in school. The Business Manager advised that Wings were coming into school over the May half term to establish where the leak was and once established, they would provide a quote for the work. This work would need to be done in the summer holidays. Governors discussed whether it was worth authorising a spending budget for this but it was agreed that the Business Manager would provide an update at the FGB on 3rd June.

Action – Provide governors with an update on the leak at the 3rd June FGB (Mrs Willmott).

Mrs Winterton left the meeting.

Cleaning contract

A confidential matter was discussed – see confidential minutes (1)

Other AOB

Question: The school production is being held in July. Would this be a good opportunity for governors to meet parents?

Answer: The PTFA are looking for volunteers to help with refreshments and this would be a good opportunity. There are also sports days coming up and the leavers service, as well as a parents evening at the end of the year.

It was agreed that the Clerk would email governors asking for volunteers to represent governors at the parents evening.

Action – Email asking for governor representatives to attend the parents evening (Mrs Tanner).

- 17. Date of next meeting – 3rd June 2026 at 3.45pm (2026/27 Strategic Planning meeting).** Governors were all encouraged to attend.

<u>Action Plan following the meeting of the Full Governing Body on 18th May 2026</u>				
Action		Item	Who?	By When?
1	Review the attendance at 4pm FGB meetings over the past couple of years	2	Mrs Tanner	13/07/26
2	Update governors with the date for the new parent coffee morning when known	7	Mrs Mott	31/09/26
3	Check the risk assessments for trees at the next health and safety meeting	11	Mrs Birt	13/07/26
4	Book the whole governing body training on Ofsted	12	Mrs Osborne	13/07/26
5	Add the Hampshire County Council Local Government Reorganisation to the Risk Register	13	Mr Ellis and Mrs Tanner	13/07/26
6	Invite Sue Bowen to the next Forging Links committee meeting (on 10th June at 3pm)	14	Rev Terry	22/05/26
7	Add an item regarding the Reverend's retirement to the next Forging Links Agenda	14	Mrs Tanner	03/06/26
8	Provide governors with an update on the leak at the 3rd June FGB	16	Mrs Willmott	03/06/26

9	Email asking for governor representatives to attend the parents evening	16	Mrs Tanner	22/05/26
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