



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 19th March 2026

Minutes

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

1. Chairperson's opening remarks

The Chair welcomed governors to the meeting and wished the Headteacher a happy Birthday. She shared with governors that she had recently looked through the logbooks from when the school first opened and she then shared an extract from these. She also advised that she had read the headteacher's report in line with the vision and values and she recommended that others did the same.

2. Apologies

Apologies were accepted from the following:

- Mrs Nunn who had nominated Mr Trotman as her proxy
- Mrs Taylor who had nominated Mrs Bartlett as her proxy
- Mrs Winterton who had nominated Mr Wilkie as his proxy
- Miss Ransley who had nominated Mr Trotman as her proxy
- Mrs Willoughby who had nominated Mr Trotman as her proxy
- Mrs Denyer who had nominated Mrs Bartlett as her proxy

3. Declaration of interests

None.

4. Confirmation of matters of any other business

None.

5. Safeguarding scenario

The Chair told governors that she had recently completed Ofsted training and that there had been questions for governors relating to safeguarding which were useful. The Deputy Headteacher then selected a couple of these questions for governors to answer and discuss. One related to the single central record which a safeguarding governor confirmed was checked by her and the other safeguarding governor each term.

Question: How do you know if the single central record is up to date?

Answer: From a DBS point of view, we rechecked governors when their term of office renews and we are now following the same timeline for staff so checking every 4 years. Annual declarations are also required from staff and governors. When monitoring the record, we would check members of staff who had recently joined to ensure the record was up to date.

Question: If someone was in trouble with the police, would the policy notify you?

Answer: No, not unless they felt it was a notifiable crime and then only if the person told them where they worked. Staff are also required to tell their employer if they share accommodation with anyone that has a criminal record.

Governors also talked about safeguarding training for staff and governors and the monitoring of this.

Question: How quickly do you have to pick safeguarding training up and what happens if someone joins mid-term?

Answer: This forms part of both the staff and governor induction programmes.

Governors thanked the Deputy Headteacher for leading this item.

6. Minutes and confidential minutes of the previous meeting dated 10th February 2026.

Governing body decision: Governors agreed that the minutes were an accurate record.

7. Matters arising and other actions from the minutes of the previous meeting dated 10th February 2026.

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

- Action 2: Mrs Bartlett confirmed that this had been discussed in the Curriculum meeting and advised that she would be attending the school disco that week where she would also discuss other events with the PTFA. Governors discussed the possibility of arranging a coffee morning but it was agreed that it would be better to attend the new parent coffee morning in September. The Deputy Headteacher advised there was no date agreed for this yet and a parent governor offered to update governors when this was agreed.

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

It was also noted that an action had been omitted relating to the School Resource Management Self Assessment and the Chair of Resources confirmed that this had been submitted.

8. Correspondence

None.

9. Headteacher's report

The report had been made available to governors prior to the meeting.

Question: What does the reference 'PLAC' refer to?

Answer: Post looked after child which means they are adopted.

The Deputy Headteacher highlighted the following:

- An advert for the Business Manager position had been placed and 6 enquiries received with 2 applications so far. It was agreed for governors to share the advert on social media.
- There was a teaching vacancy and they were gauging interest internally before advertising.
- Attendance remained above national average. Going forwards, targets would be based upon the type of school. SEND support absence had increased but this was due to behaviour and wellbeing issues and the school were managing this. EHCP children's attendance was high and free school meals also good.

Question: Are Ofsted expecting governors to help reduce absence?

Answer: They don't want governors to become complacent and want to ensure that they look out for trends to ensure that all groups are receiving sufficient support.

Question: Unauthorised absence relating to specific groups has increased, why is this?

Answer: This time of year sees a lot of our parents taking their children out for ski holidays.

A confidential matter was discussed – see confidential minutes.

The Deputy Headteacher showed governors the Inspection Data Summary Report (ISDR) and talked them through this. He explained that it was a data dashboard published annually by the government for each school in the country and added that the progress section was blank as there were no longer any KS1 SATs.

Question: Should this report come to the Curriculum committee or to FGB on a regular basis?

Answer: The whole governing body should be aware. A lot of the information contained in the report is in the Headteacher's report so there is no need to cover in much detail. However, when preparing for Ofsted we should add this as a standing item.

Question: What do you do with the report as a school?

Answer: We look through it to ensure that everything matches our data but it comes through very late so we would have already completed our analysis of results. It does provide us with good confirmation that the information fed into the Headteacher's report is accurate.

Governors thanked the Deputy Headteacher for his update.

10. Strategic Plan

The updated plan had been made available prior to the meeting and questions were invited but none raised.

The Clerk highlighted that the following monitoring/reports remained outstanding: Art, Assessment, Computing, Educational Visits, English, Music, Outdoor Learning, PE, PSHE, Science, SEND, Wraparound care, Looked after Children, Safeguarding and GDPR.

She went on to highlight Adopt-a-Governor classes that remained outstanding as follows: 1H, 1J, 2B, 4GR, 4L, 5PE, 5H and 6B.

It was agreed that all first visits should be completed before May Half Term. Governors were also reminded that they should ensure their class pen portraits were up to date.

Actions:

- ***Ensure all first subject monitoring/reports and Adopt-a-Governor visits are completed by May Half Term (all Governors)***
- ***Ensure class pen portraits are up to date (all Governors).***

11. Training

The DTG advised that she would be attending the Ofsted training that night. She highlighted the following training for governors to consider:

- 21st April: Monitoring and evaluating safeguarding culture
- 5th May: Ofsted
- 11th May: Pupil wellbeing in primary schools.

She added that she had not received any training reports recently and reminded governors to complete these following training.

12. Committee reports

Curriculum (26th February 2026)

Minutes had been made available prior to the meeting and the committee Chair advised that the SENDCO had spoken at the meeting and that the School Councillors had also come in to provide an update. She added that the committee had been through the Strategic Plan.

The Clerk advised that herself and the Headteacher had agreed to meet to discuss the policy review dates and allocation and that they would be drafting proposals to bring to the next committee meeting.

Resources (3rd March 2026)

The minutes had been made available prior to the meeting and the committee chair highlighted that the committee had felt it prudent to move some money off deposit. He explained that there was £75,000 on deposit and that cashflow could be tight in the next couple of months, with the school needing to pay for the boilers and the final balance of the trip to France, which was due soon. The committee therefore recommended that governors give the Business Manager permission to move money off deposit if the need were to arise. The committee chair added that this would be a precautionary measure.

Governing body decision: Governors agreed to give the Business Manager permission to move money from the deposit account if the need were to arise.

The committee chair then went on to talk governors through the revised budget and confirmed that although there was a forecasted revised deficit of £72,000, this had already reduced since the revision was done. He added that it had been a difficult year due to the impact of staff maternities but moving forward, there would be a surplus each year. The committee chair advised that he had recently attended a meeting with the auditors who had confirmed that in 2023/24, 55 academies nationally had been in deficit and 40 of those were standalone, highlighting what a good position the school was in generally.

Governing body decision: Governors agreed the revised budget.

The committee chair told governors that the committee had discussed wraparound care fees for 2026/27 and proposed an increase from £6.50 to £7 (morning) and £13.50 to £14.50 (afternoon). He added that there had been no increase since the provision had opened and that these revised fees would remain in line with other local provisions.

Governing body decision: Governors agreed to the proposed increase in wraparound care fees.

The Clerk advised that herself and the Headteacher had agreed to meet to discuss the policy review dates and allocation and that they would be drafting proposals to bring to the next committee meeting.

Governance and Audit (5th March 2026)

The minutes had been made available prior to the meeting and Mrs Osborne confirmed that she had chaired this meeting, which had seen the committee present Mr Bailey with his leaving gift.

Succession planning working group.

The Chair advised that the succession planning had been covered within the Governance and Audit meeting and that in addition to staff, succession planning for governors and Members had also been discussed. She added that this linked in with item 13.

13. Review progress on recommendations from the skills audit and self-evaluation 2025

The Chair reflected upon the fact that past audits had been good and had helped to inform recruitment of governors and instruct training. She urged governors to complete the new one if they hadn't already.

14. Membership Matters

The Chair advised that Miss Ransley would be stepping down shortly and that a little gift had been bought to thank her. Mrs Nunn had confirmed that she would be stepping down at the end of the year. Mr Bailey was due to officially step down at the end of March.

15. Upcoming events for next half term

The Deputy Headteacher confirmed that the Easter services would be taking place, the Easter hat parade and the Stubbington residential.

Question: When will inset days be agreed for next year?

Answer: Not for a while yet.

16. Ofsted

The Chair advised that Ofsted training would be considered for the next whole governing body training. She went on to say that the Headteacher was meeting with the incoming Headteacher that day where she would be discussing this training with him.

17. Any other business

The Chair shared the sad news of Gill Gailor's passing and confirmed that the funeral would be taking place on Thursday 24th March at 2pm in church. She added that she had posted a card on behalf of all governors and Members.

The Chair highlighted that the Governors' Fund was in deficit and asked for any contributions. The Clerk confirmed that she would distribute bank details again.

Action – Send Governors’ Fund bank details (Mrs Tanner)

18. Date of next meeting

18th May 2026 at 4pm.

<u>Action Plan following the meeting of the Full Governing Body on 19th March 2026</u>				
Action		Item	Who?	By When?
1	Update governors with the date for the new parent coffee morning when known	7	Mrs Mott	18.05.26
2	Ensure all first subject monitoring/reports and Adopt-a-Governor visits are completed by May Half Term	10	All Governors	22.05.26
3	Ensure class pen portraits are up to date	10	All Governors	18.05.26
4	Send Governors’ Fund bank details	17	Mrs Tanner	27.03.26