



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 7th September 2026

Minutes

- Attendees:** Mrs J Birt (Chair), Mr J Bartlett (Headteacher), Mrs K Bartlett, Mr I Downie, Mrs L Mott, Rev M Terry, Mrs G Osborne (Development and Training Governor), Mrs M Taylor, Mrs A Ford, Mr D Bissell, Mrs R Peel, Ms A Whicher, Mrs K Coltham, Mrs C Denyer, Mr D Trotman (Deputy Headteacher)
- Apologies:** Mr G Bater (Assistant Headteacher), Gemma Winterton, Iain Wilkie
- In attendance:** Mrs L Tanner (Clerk), Mrs A Willmott (Business Manager), Mrs J Holding (Environmental and outdoor learning subject leader)

1. Visit to the ‘Nature Nook’

The meeting commenced with a tour of the new ‘Nature Nook’ area which was led by the Environmental and Outdoor Learning subject leader, Mrs Holding. She told governors that the PTFA had funded approximately £29,000 towards this and works had included 2 new ponds, a 6-metre paved circle and raised beds. The work had been a community effort. The Clerk added that following Mrs Holding’s presentation to the Curriculum committee, a copy of her presentation could be found on the portal (under Curriculum meeting minutes 2025/26).

Question: Is the area being used?

Answer: My role as learning lead is to ensure people are out there using it all the time. We are arranging for a new ‘Nature Nook’ sign to be positioned above the gate and will be officially launching the area, after which I am proposing that prospective parents are given tours of this space as part of their school tour.

Mrs Holding highlighted that risk assessments had been carried out covering all aspects of the area.

Governors thanked Mrs Holding, Mr Clifford (Senior Site Manager) and Mr Lamb (teacher) for all their hard work in creating this space.

2. Chairperson’s opening remarks

The Chair welcomed governors to the meeting and specifically welcomed the new Headteacher and the 2 new Governors, Mrs Peel and Ms Whicher to their first meeting. The 2 new governors introduced themselves. The Chair went on to add that the school was welcoming new children to the school this year and linked this to the value of Hope. She then talked about the fact that the Reverend was leaving after 13 years in position and thanked him for his passion and for everything he had achieved both as a governor and within the local community. Governors wished him all the best for the future and he was presented with a gift.

3. Apologies

Apologies were accepted from the following:

- Mr Wilkie who had nominated Mrs Birt as his proxy
- Mrs Winterton who had nominated Rev Terry as her proxy
- Mr Bater.

4. Declaration of interests

There were no declarations of interests. The Clerk advised that she would soon be sending out the annual declarations and asked that governors completed, signed and returned these prior to the next FGB. These declarations would include the register of interests and the disqualification declaration.

Action – Complete, sign and return annual declaration (All governors).

Mrs Birt left the meeting

Mrs Tanner took the Chair.

5. Election of Chair of Governors

The Clerk confirmed that Mrs Birt was the only candidate who had been nominated and was willing to stand as Chair.

Governing body decision: Governors unanimously voted Mrs Birt in as Chair of Governors.

Mrs Birt returned to the meeting and took the Chair.

6. Confirmation of matters of any other business

- Training form
- Staff request
- Governor update

7. Safeguarding scenario

The Deputy Headteacher used this item to talk to governors about the updated Keeping Children Safe in Education (KCSIE). He advised that this would be covered in detail during the safeguarding training on 28th September that all governors were invited to, and highlighted that governors would not be allowed in school outside of meetings unless they had attended either this or one of the mop up sessions in January.

The Deputy Headteacher told governors that one of the key changes in KCSIE related to DBS requirements and that no one was allowed in school in any capacity unless they had a DBS check. He added that teachers were also now required to read all of Part 1, rather than just appendix A. He advised that there was a theme that ran throughout KCSIE relating to racism and faith-based prejudice.

Question: If someone comes into the school to give a talk, would they need a DBS?

Answer: This should be ok but if we were to have a number of parent helpers come in for a day then they would potentially need to be DBS checked.

Question: Will this DBS requirement impact upon school trips?

Answer: I am investigating this at the moment but feel that it most likely will.

Question: Are there any financial implications?

Answer: There isn't as much for volunteers as there is for staff but there are still admin costs.

8. Minutes and confidential minutes of the previous meeting dated 13th July 2026

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

9. Matters arising and other actions from the minutes of the previous meeting dated 13th July 2026

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

- Actions 1 and 3: These would be covered later in the meeting.
- Action 4: The new parent coffee morning would be held on 18th September at 8.50am.
- Action 5: The full governing body training had been booked for 4th November at 7pm.
- Action 6: The Headteacher's welcome service would be taking place on 4th October at 10am.
- Action 9: This was complete and would now be sent to the Deputy Headteacher to add onto the main plan

Action – Send a copy of the additional strategic commitments to Mr Trotman for insertion into the main strategic plan (Mrs Bartlett and Mr Trotman).

- Action 16: The Clerk confirmed that the Articles of Association referred to the Headteacher as the Principal and therefore the Terms of Reference remained unchanged.

10. Correspondence

The Chair advised that she had received an email from a parent but that she could not provide any further information to governors at this stage. She had also received an invitation, along with Mr Wilkie, to attend the auditor's annual update on the latest Academy Trust Handbook.

11. Headteacher's report – verbal

The Headteacher advised that the safeguarding audit had now been circulated and asked that approval of this be delegated to the safeguarding governors.

Governing body decision: Governors confirmed delegation of the safeguarding audit approval to the safeguarding governors.

The Headteacher advised that he was at the end of his 5th day in position and the year had started very positively. He recognised the amount of work that the previous Headteacher had put in over the summer to ensure a smooth handover and expressed his thanks. He also thanked the Deputy Headteacher, Business Manager, Chair of Governors and Clerk for their support over the summer. The Headteacher told governors that he had spent a lot of time since school had restarted being visible and that the children's reactions had all been really pleasing with welcoming responses.

Key dates were provided as follows:

- 16th/17th September: Reading workshops for parents and pupils (*post meeting note – these have been postponed*)
- 18th September: New parents coffee morning
- 25th September: Headteacher's Diocese induction day
- 28th September: Inset day and safeguarding training
- 5th October: Harvest festival
- 5/6th October: Parent teacher meetings
- 22nd October and 5th November: Open afternoons for prospective parents
- 17th/18th November: Headteacher out of school conducting inspections
- 12th December: PTFA Christmas fayre
- 15th/16th December: Nativities.

The Headteacher explained that as an Ofsted inspector, he was expected to be out of school for 2 days each half term on inspections. He added that he had requested an exception during the current half term given that it was his first one in this role.

Question: Are you the Designated Safeguarding Lead (DSL)?

Answer: Yes.

The Headteacher told governors that the school had experienced a power cut on the second day back. The school had been told this would last longer so had started to make plans but it came back on after half an hour.

Question: Is there a plan in place in the event that there is a longer power cut?

Answer: The alarm has a backup and food would be delivered from other schools, plus a message would have also been sent to parents asking for them to provide a packed lunch if possible. The school would not have needed to close unless the power cut had lasted for longer than a day, when the emergency lights would then fail.

Question: What happens to electronic key access?

Answer: The door opens so we had to keep it fully staffed and could not leave the office.

The Chair advised that she would be doing a mock-up of the Business Continuity Plan and this would be discussed at the Governance and Audit meeting.

A confidential matter was discussed – see confidential minutes.

12. Election of Vice Chair of Governors

The Clerk confirmed that Mrs Ford was the only governor nominated to fill the position of Vice Chair and that she was happy to stand.

Governing body decision: Governors voted in Mrs Ford as Vice Chair of Governors.

13. Agree non-Governor attendees at full governing body meetings 2026/27

Governing body decision: Governors agreed the following non-governor attendees: Mrs Willmott, Mr Bater and Mrs Dickson (the new Business Manager).

14. Election of Committee Chairs 2026/27

The Chair read out the list of nominees and confirmed that there was only one nominee for each committee. All nominees confirmed they were happy to stand.

Governing body decision: Governors elected the following Committee Chairs:

- Curriculum: Mrs Bartlett
- Resources: Mr Wilkie
- Forging Links: Mrs Winterton
- Governance and Audit: Rotating Chair
- Pay and Appraisal: Mrs Coltham
- Marketing: Mrs Bartlett.

15. Committee Membership 2026/27

The Chair advised that no governors had asked to change committees and confirmed that the new governors would sit on the following committees: Mrs Peel and Ms Whicher would join Curriculum and Mr Grieve would join Resources when he started.

Governing body decision: Governors agreed for the committee membership to remain as per the previous year with the additions noted above.

Action – Update the Committee membership document and publish on the portal (Mrs Tanner).

16. Committee Terms of Reference 2026/27

It was noted that these had been agreed at the previous meeting and the Clerk confirmed that they were on the portal.

17. Panels and Working Groups 2026/27

The Chair requested that the current working groups remained in place although added that a lot of the work on succession planning would be covered by Governance and Audit.

Governing body decision: Governors agreed to retain the existing working groups for 2026/27.

18. Scheme of Delegation

The Clerk advised of some minor changes that she would make to the Scheme of Delegation to reflect the current board set up but governors had no further amendments.

Governing body decision: Governors agreed the Scheme of Delegation.

Action – Update the scheme of delegation to note that 3 Members are Governors and update working groups (Mrs Tanner).

19. Agree Linked Governors

The 'linked governors' document had been made available prior to the meeting and the following changes were agreed:

- Mrs Bartlett would be taking 1H
- Mrs Winterton would take 4PS
- Mr Bissell would take the other year 4 class.
- Mrs Peel agreed to monitor PE.
- Mrs Winterton would retain educational visits.

- Mrs Mott would take on the role of Development Training Governor from Mrs Osborne
- Mrs Osborne would take on responsibility for the Governor Fund.

Question: Why have some governors been allocated to additional areas, such as achievement?

Answer: This links to the 'lozenge' on the school's strategic plan. Both Maths and English feed into the Achievement lozenge so the Maths and English governors have been noted against this. In reality, there shouldn't be additional work for them as they would monitor this as part of their subject monitoring anyway.

It was agreed that the document would be updated and then taken to committee meetings for final agreement.

Actions:

- *Update the Linked Governor document with the above changes and bring to committee meetings (Mrs Tanner).*

20. Other Governing Body Officers 2026/27

Governing body decision: Governors confirmed the following:

- The headteacher as the accounting officer
- The business manager as chief financial officer.

21. Notes Academies Trust Handbook

Governors noted the updated Academies Trust Handbook and agreed for the changes to be delegated to relevant committees for further review and action if necessary.

Action – Add Academies Trust Handbook updates to relevant committee agendas (Mrs Tanner)

22. Agree 2026/27 Cycle of Business

The Cycle of Business had been made available prior to the meeting. A request was made by the Chair to change the Resources 'health and safety' standing item so that the fire risk procedure and risk assessment item was removed. She explained that this would be picked up under health and safety but not at every meeting.

Governing body decision: The Cycle of Business was agreed, subject to the above change.

A governor highlighted a typo in the meeting dates document which noted February half term as ending on Monday 19th February (when it should show Friday).

Actions:

- *Update the Cycle of Business and publish (Mrs Tanner)*
- *Correct the typing error in the meeting dates document (Mrs Tanner).*

23. 2025/26 SATS results

The SATs results had been circulated prior to the meeting and the Deputy Headteacher highlighted that these were provisional results at present. He told governors that the school had had another good year and were ahead of Hampshire and National figures in every area. He added that they were very pleased with the results and although the writing results were lower than they'd like, that there were objectives within the strategic plan that addressed this, including new guided reading for Key Stage 2 which was proving to be very successful.

Question: With regards to SPAG, the GDS results are not as good, is there a reason for this?

Answer: This was specific to this cohort.

Governors congratulated the school on their results.

24. Allergy policy

The new allergy policy had been made available prior to the meeting and the Headteacher told governors that this had been created following Benedict's Law. A model policy from the Key had been used.

Question: I volunteer at the Art of Jesus club where there are only three of us. Does one of us have to be trained in the use of an EpiPen?

Answer: We need to check whose responsibility this is, between the church and the school. For clubs that are hiring the school, the letting form is being updated to note that someone must be trained but where this particular club is made up of volunteers helping the school, it isn't quite as clear cut. There will be whole school training in the afternoon of 28th September on the use of EpiPens and asthma training which you are very welcome to attend.

Question: Do clubs that are hiring the school have to show evidence of training?

Answer: The form will state that this is a requirement. They already have to provide a copy of their safeguarding policy.

The Business Manager advised that emergency kits were on their way and that the school needed to agree where these would be held. She told governors that there were no lets at present that fell outside of the 6pm school closure time so there would be a member of staff on site and that all staff who were first aid trained had received EpiPen training.

Rev Terry left the meeting and appointed Mrs Birt as his proxy.

Question: Should we be more specific in the policy about the EpiPen going into muscle?

Answer: I don't think we need to be that specific.

Governors noted that there were some specific aspects of the policy relating to the use of EpiPens that were not necessary so it was agreed to remove these and state that they should be delivered in line with staff training. It was also noted that the wording around bringing nuts into school should be more specific and that it should be clear that these are not permitted.

Question: Is there anything on the letting form relating to nuts?

Answer: We would provide the hirer with a copy of this policy and state that we are a nut free school.

A governor raised the fact that it was possible that not all parents were aware that the school was nut free and a notice should be sent.

It was recognised that the policy had to be published by law with immediate effect.

Question: As governors, we are responsible for ensuring this policy is in place and being followed. How can we do this?

Answer: This would be picked up under the risk register and also by the governors monitoring medical needs and safeguarding.

Governors discussed whether this should be a school or governors policy and it was agreed that it was operational so would be a school policy.

Actions:

- ***Review responsibilities relating to allergies and Epipen training between different parties (ie. church, PTFA etc) (Mrs Willmott)***
- ***Amend the Allergy policy removing specifics relating to the use of Epipens and making the wording regarding nuts stronger, as noted above. Amend the date on the policy to September 2026 (Mrs Willmott)***
- ***Publish the Allergy policy on the website (Mrs Willmott)***
- ***Add a statement that the school is nut free to the lettings letter (Mrs Willmott)***
- ***Send out a communication to parents highlighting that the school is nut free, following the staff training (Mr Bartlett)***

25. Use of pupil identifiable imagery

The Chair of Governors advised that following previous conversations, a letter had been drafted but the IT linked governor had raised issues and this had therefore been put on hold. Following further discussions, it had been agreed to set up a working group which would include Mrs Coltham, Mrs Taylor and Mrs Birt as well as members of staff as determined by the Headteacher. Mrs Taylor advised that she had some national guidance, including a checklist that could be brought to this.

Action – Organise a meeting of the working group to discuss the use of pupil identifiable imagery (Mrs Birt and Mr Bartlett).

26. Upcoming events for upcoming half term

This had already been covered earlier in the meeting.

27. Any other business

Training form

Mrs Osborne advised that there were now 2 Hampshire forms that governors could use following training. These forms were simpler so easier for governors to complete and would be customised for the school.

Action – Customise the training forms and send to the Clerk for upload to the portal (Mrs Birt and Mrs Osborne)

Governor update

The Clerk advised that Mr Grieve had been due to start his role as governor with effect from 1st September but that due to an issue with his Companies House verification code, this had been put back to 1st October to ensure the deadline regarding entry onto Companies House was not breached. She added that he was currently on leave so would not have been able to make this meeting anyway.

Staff absence request

This had been covered earlier in the meeting.

28. Date of next meeting – 15th October at 9am.

<u>Action Plan following the meeting of the Full Governing Body on 7th September 2026</u>				
	Action	Item	Who?	By When?
1	Send a copy of the additional strategic commitments to Mr Trotman for insertion into the main strategic plan	9	Mrs Bartlett and Mr Trotman	14/09/26
2	Update the Committee membership document and publish on the portal	15	Mrs Tanner	24/09/26
3	Update the scheme of delegation to note that 3 Members are Governors and update working groups	18	Mrs Tanner	24/09/26
4	Update the Linked Governor document with the above changes and bring to committee meetings	19	Mrs Tanner	24/09/26
5	Add Academies Trust Handbook updates to relevant committee agendas	21	Mrs Tanner	24/09/26
6	Update the Cycle of Business and publish	22	Mrs Tanner	24/09/26
7	Correct the typing error in the meeting dates document	22	Mrs Tanner	24/09/26
8	Review responsibilities relating to allergies and Epipen training between different parties (ie. church, PTFA etc)	24	Mrs Willmott	18/09/26
9	Amend the Allergy policy removing specifics relating to the use of Epipens and making the wording regarding nuts stronger, as noted above. Amend the date on the policy to September 2026	24	Mrs Willmott	11/09/26
10	Publish the Allergy policy on the website	24	Mrs Willmott	11/09/26
11	Add a statement that the school is nut free to the lettings letter	24	Mrs Willmott	18/09/26

12	Send out a communication to parents highlighting that the school is nut free, following the staff	24	Mr Bartlett	02/10/26
13	Organise a meeting of the working group to discuss the use of pupil identifiable imagery	25	Mrs Birt and Mr Bartlett	15/10/26
14	Customise the training forms and send to the Clerk for upload to the portal	27	Mrs Birt and Mrs Osborne	25/09/26
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