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 15th October 2026

Minutes

Attendees: Mrs J Birt (Chair), Mr J Bartlett (Headteacher), Mrs K Bartlett, Mr I Downie, Mrs G Osborne, Mr D Bissell, Mrs R Peel, Ms A Whicher, Mrs K Coltham, Gemma Winterton, Iain Wilkie,
Apologies: Mr D Trotman (Deputy Headteacher), Steve Grieve, Mrs L Mott (Development and Training Governor, Mrs M Taylor, Mrs A Ford, Mrs C Denyer,
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 vision and values and the church service for the new headteacher which had highlighted the values.

The Chair then gave a presentation to the Business Manager at her final FGB meeting before retiring at the end of the half-term.

2. **Apologies**
Apologies were accepted from the following:
- Mrs Denyer who had nominated Mrs Bartlett as her proxy
- Mrs Mott who had nominated Mrs Bartlett as her proxy
- Mr Trotman who had nominated Mr Bartlett as his proxy
- Mr Grieve who had nominated Mrs Birt as his proxy
- Mrs Taylor who had nominated Mrs Bartlett as her proxy
- Mrs Ford who had nominated Mr Wilkie as her proxy.

The Chair talked to governors about the importance of attendance and the fact that it was a statutory requirement for governor attendance to be published on the school website. The Clerk added that this was also included in the Annual Report and Accounts.

3. **Declaration of interests**
None.

The Clerk reminded governors to submit their annual declaration if they hadn't already done so.

Action – Complete and submit annual declaration (Mrs Denyer, Mr Downie, Mrs Ford and Mrs Taylor).

4. **Confirmation of matters of any other business**
- 25th March 2027 inset day
- Admissions panel.

5. **Safeguarding scenario**
The Headteacher ran through a safeguarding scenario with governors relating to KCSIE and the definition of sexual abuse, particularly highlighting the 2026 changes.

6. **Minutes and confidential minutes of the previous meeting dated 7th September 2026**

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 7th September 2026

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

- Action 8: The Business Manager confirmed this as complete. She advised that the council would not allow anyone other than the school to purchase EpiPens, so the school had responsibility. She added that staff from outside clubs should still be trained but that there must also be a trained member of school staff on site.

  Question: What about clubs that are out of hours, for example judo or holiday clubs?
  Answer: With regards to after school clubs, it is still our responsibility to have trained staff on site. With regards to the IDPE holiday clubs, as long as their staff are trained and have access to EpiPens then that is acceptable. If IDPE use an EpiPen then we will have to purchase the replacement but they will cover the cost. Our first aid warden is Mrs Hine who has delegated the authority to a member of office staff to check equipment around the school.

  Question: When IDPE are on site, do they have access to the school building and if not, how do they access the EpiPens?
  Answer: The EpiPens are located in the first aid room and when the Senior Site Manger is on site, they have access as the school is open. When he isn't on site then the EpiPens will be moved to the hall which they have access to.

  Question: When you say that the staff must be "trained", do you mean trained in how to use EpiPens?
  Answer: Yes, as well as how to spot signs of anaphylaxis.

- Action 13: The Chair confirmed that the working group had met with the Headteacher and Assistant Headteacher a couple of days earlier to discuss the use of pupil identifiable imagery. She advised that the school had agreed to follow the Hampshire guidance including actions plans, and that staff had been asked to carry out a thorough audit of everything that used images. A further meeting would be taking place after half term to monitor progress.

Action – Forward Hampshire guidance and action plan to governors (Mr Bartlett)

8. Correspondence

The Chair told governors that she had received a letter from the auditors regarding the upcoming audit which had been discussed at Governance and Audit and responded to.

9. Headteacher's report

The Headteacher report had been made available prior to the meeting and the Headteacher thanked members of staff who had all contributed to this. He confirmed that the following additional information had become available after the report had been written:

- He had begun scheduling weekly attendance meetings with the attendance officer to discuss children with attendance below 90%. During these meetings they would look at the reasons for absence and prioritise these and then add a note to the system; this was to ensure that attendance was being tracked for the most vulnerable children and that they could look at potential strategies, such as part-time timetables.
- An email had been received from the Fischer Family Trust (FFT) to say that the school was in the top 10% of attendance nationally and for similar schools. Certificates had been published and would be displayed in school. Governors congratulated the school.

Question: I see that the school is full in each class, with 420 on roll and 34 on the waiting list. How does this compare to other schools in the cluster?
Answer: I don't know specifically as there hasn't been a cluster meeting yet. I am aware that Locks Heath dropped 1 form this year and St John's dropped to 45 this September. Our waiting list is up 10 from last year and the low birth rates make this number very impressive.

Question: Have there been any negative reactions to us asking parents for payments for sports clubs following withdrawal of funding?
Answer: No, parents have been grateful that we have continued to offer the same provision.

A parent governor commented upon the letters that were sent by the Assistant Headteacher to all prefects and how personalised each of these had been. He added that this had been very well received and governors thanked the Assistant Headteacher for his efforts.

Confidential matters were discussed – see confidential minutes.

10. Annual Trustees' Report and Accounts

The report had been made available prior to the meeting and the Clerk confirmed that this had been sent to the auditors following input from several governors. She added that the scope for change was now limited but possible.

11. Governors' Handbook

This had been made available prior to the meeting and the Chair highlighted that this was a useful document to refer to at induction or as a refresher.

Governing body decision: Governors agreed the handbook for 2026/27.

12. Committee reports

Curriculum (24th September 2026)

The minutes had been made available prior to the meeting and the committee Chair told governors that the assessment leader had given an update. The committee had discussed the Academies Trust Handbook and the SEND provision.

The Chair confirmed that the Teaching and Learning policy had been deferred to the next meeting. The following policies were proposed:

- Child Protection policy
- Governor Visits policy
- Safeguarding policy
- Low Level Concerns policy
- RSHE policy
- Computing policy
- Plus Supporting children with medical needs

Governing body decision: The policies were approved.

Resources (29th September 2026)

Minutes had been circulated before the meeting. The committee Chair reported that site walkabouts had been rescheduled so governors could observe the school at different times of day. The revised budget had forecast a £70,000 deficit, but the final figure was closer to £95,000. He attributed the difference to a possible £15,000 error in the financial software, a £15,000 increase in IT licence costs linked to multi-factor authentication, and free school meal costs exceeding the budget by £10,000. He confirmed that the software issues had been resolved and noted that maternity costs over the past two years had totalled £125,000.

The following policies were proposed:

- Anti-fraud policy
- Charging and remission policy
- Competitive tendering policy
- Complaints policy
- Debt recovery policy
- Finance policy
- Freedom of Information and Scheme for Publication of Information policy
- Governors' allowances and expenses policy
- Hospitality and gifts policy
- Lettings policy
- Managing sickness absence policy
- Marketing policy
- Wellbeing and mental health policy

The Headteacher highlighted that the Complaints policy had been added to these meeting papers after the Resources meeting and that the policy had been amended so that the formal stage no longer went straight to the Chair of Governors and went to the Headteacher first.

Governing body decision: Governors approved all policies.

Forging Links (7th October 2026)
Minutes had been circulated before the meeting. The committee Chair reported that the committee had discussed dates for the Easter, Christmas and leavers' services. The committee also reviewed the monitoring requirements for Collective Worship and agreed that only Foundation Governors would formally monitor it. However, all governors would observe at least one Collective Worship during the year and inform the Clerk so that she could maintain a log. Governors should notify the office before attending Collective Worship at the school, but no notice would be required for services held in church, which all governors were welcome to attend.

The committee Chair noted that Forging Links currently had only four members, despite its Terms of Reference requiring a minimum of six. Mr Wilkie and Mrs Whicher volunteered to join the committee.

Action – Update the committee membership document and email distribution to note additional Forging Links members (Mrs Tanner)

The following policy was proposed:
- Collective Worship policy

Governing body decision: The policy was approved.

Governance and Audit (8th October 2026)
Minutes had been circulated before the meeting. The committee Chair reported that members had discussed the audit and thanked the Business Manager for her preparatory work. The auditors were scheduled to provide feedback on 1st December. The committee had also reviewed its objectives and agreed to discuss actions arising from monitoring visits at each future meeting. Members noted that the Business Continuity Plan (BCP) required updating and agreed to conduct a new desktop exercise focused on cyber security, linked to Oakford's BCP and involving the IT-linked governor. They also discussed raising the governing body's profile through contributions to the school newsletter and Hook News, and by attending events. The Headteacher added that the PTFA regularly sought volunteers for events, including the fireworks display and Christmas fayre, and that its AGM would take place the following week.

The Resources Committee Chair reported that members had discussed finance training. HWB had offered a 1.5- to 2-hour session on academy finance, linked to the handbook, at a cost of £750. He noted that Hampshire's finance training had been poor.

Question: Would the training be online or in house?
Answer: In house, taking place in the evening.

Governing body decision: Governors agreed for the training to go ahead.

Action – Organise the finance training with HWB (Mr Wilkie)

Pay and Appraisal (13th October 2026)
The committee Chair told governors that the committee had received anonymised reports and had agreed the Headteacher recommendations. They had also discussed how they could review these reports, and agreed that salary statements could be produced.

The following policies were proposed:
- Capability policy
- Managing the performance of staff in school policy
- Pay policy

Governing body decision: Governors approved the policies.

The committee proposed the following headteacher's appraisal panel: Mrs Ford, Mr Wilkie and Mrs Coltham, with findings being presented to Mrs Birt as vice-chair of the committee.

Governing body decision: Governors approved the headteacher's appraisal panel.

It was noted that a further committee member would be sought for the following year.

13. Governing Body policies and other statutory responsibilities

The Chair proposed the following policies:

- Governors' Code of Conduct
- Induction policy and checklist

Governing body decision: The policies were agreed.

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

Governing body decision: Governors agreed to adopt the HCC Manual of Financial Practice and Procedure for a further year.

15. Re-adoption of HCC Manual of Personnel Practice

Governing body decision: Governors agreed to adopt the HCC Manual of Personnel Practice for a further year.

16. Review of Risk Register

The Chair reminded governors that although Mr Ellis was no longer a governor, he was continuing as internal auditor and that he had put a lot of work into the risk register over the past year. He had advised that the register was now in a position whereby the updating was more of a management activity and he was due to meet with the Headteacher soon to go through this. The governing body would review the risk register every 6 months.

17. Strategic plan.

The Chair advised that the plan had been published and that governors could now go ahead with monitoring visits.

Question: The visits policy states that we must give 6 weeks' notice to staff of visits. Would it be better to ask the member of staff to provide a guide on their preferred timings?
Answer: Yes, we can and we can change the policy to state that a reasonable amount of notice should be agreed with the linked teacher, of up to 6 weeks.

Action – Update the Governor visits policy as agreed (Mrs Tanner).

18. Membership Matters

The Clerk confirmed that following departures at the end of the last academic year, there were 3 vacancies on the board. It was agreed to recruit for one of these.

The Chair advised that with regards to the Governance and Audit (G&A) committee, the committee chairs and the Development and Training Governor (DTG) should be invited to join the committee.. She also advised that the quorum for the G&A committee was 5 but that the committee proposed to change this to 4.

Action – Add Mrs Coltham, Mrs Winterton and Mrs Mott to the G&A committee (Mrs Tanner)

The Chair advised the committee had also discussed reducing the quorum for Forging Links but that now there were additional members of the committee this would not be necessary.

Action – Update the Governance and Audit Terms of Reference to note the amended quorum (Mrs Tanner)

19. Training

Governors were reminded to complete their statutory training and advised that the DTG would be sending reminder emails. A governor thanked the Headteacher for accepting certificates from other educational settings.

Question: Can the church safeguarding training be used in place of the school training?
Answer: No, the training must have been completed in an educational setting.

20. Ofsted

Governors noted that the whole governing body training was being delivered on Ofsted and the Chair advised that she would be meeting with the trainer to discuss this before delivery.

21. Parental involvement: upcoming events for next half term

The Headteacher advised that a dig day was being carried out on 18th October from 10am-12.30pm. He also highlighted the Remembrance service in school on 8th November, the open afternoon on 22nd October and the fireworks display on 5th November. In addition, the Christmas fayre would be taking place on 12th December and the nativities on 15th and 16th December. He added that the year R curriculum afternoon and evening had taken place the previous Monday and had been well attended and positively received.

22. Any other business

A governor asked if the One Drive (or similar) could be used to update and comment upon policies prior to meetings and it was agreed to trial this.

Action – Organise the trial of One Drive or Teams for reviewing policies (Mrs Tanner)

Inset day 25th March

The Headteacher advised that Sue Bowen from the Diocese would be leading a review of the school's vision and values on 25th March and all governors were encouraged to attend. The Chair of Forging Links advised that she would try to bring a copy of a document put together by the recently retired Reverend to this meeting.

Mrs Peel left the meeting.

Admissions panel

The Clerk told governors that she had been informed of an admissions appeal on medical grounds and that she would be sending an email shortly, seeking volunteers for a panel.

23. Date of next meeting

14th December at 4pm.

Action Plan following the meeting of the Full Governing Body on 15th October 2026

	Action	Item	Who?	By When?
1	Complete and submit annual declaration	3	Mrs Denyer, Mr Downie, Mrs Ford and Mrs Taylor	02.11.26
2	Forward Hampshire guidance and action plan to governors	7	Mr Bartlett	31.10.26
3	Organise the finance training with HWB	12	Mr Wilkie	14.12.26
4	Update the Governor visits policy as agreed	17	Mrs Tanner	23.10.26
5	Add Mrs Coltham, Mrs Winterton and Mrs Mott to the G&A committee	18	Mrs Tanner	23.10.26

6	Update the Governance and Audit Terms of Reference to note the amended quorum	18	Mrs Tanner	23.10.26
7	Organise the trial of One Drive or Teams for reviewing policies	22	Mrs Tanner	14.12.26

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