



Minutes of Full Governing Body Meeting (Strategy/Resources)

Thursday 23rd January 2025

At Hambleton Primary School

1. Welcome and Apologies (JM)

Adrienne Corr (Headteacher), Katy Angio, Jana Murray (Chair), Guy Ladenburg, Caroline Crowe, Matt Darby, Daniel Neal, Ellie DeWolf, Marina Slaney (Clerk)

Apologies: Dominic McGrath, Marishelle Butler (Vice Chair)

The meeting was quorate throughout. JM welcomed EDW to the meeting as new Governor.

2. Declaration of interests in agenda items

None.

3. Approval of minutes from last meeting

Approved and signed by JM.

4. Actions update and matters arising

ITEM	ACTION	WHO	COMPLETED
5	MS to add DN, KA and LDW to WhatsApp group.	MS	Yes
7	To have attainment data for all year groups and look at PP/non-SEND and PP/SEND.	AC	Next meeting
8	Governors to email a hard copy of certificate to show evidence that safeguarding course has been done.	All	On-going
8	MB to go into school next week to do SCR.	MB	Yes
8	DN to join JM for SCR check in school in January.	DN/JM	Yes
	Safeguarding visit	JM	Yes
8	MS to look at progress of DBS for DN.	MS	Yes
11	MB to talk to East Meon Church and Parish council and AC to talk to Hambleton Parish Council and Vicar.	MB/AC	Yes
14	DN to attend catering meetings with AC.	DN/AC	On-going
14	Re. catering DMcG to find out what process other school he is Governor at are following	DMcG	Next meeting

Action: DBS – DN – all approved to bring certificate in once received. EDW to bring her certificate to show MS at school.

5. Finance (SC/AC)

Budget Review 3

Discuss and agree priorities for the next year



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Documents sent to Governing Body prior to meeting. Questions sent to SC/AC in advance as below:-

Q - Where are the costs allocated in the budget to pay for the school meal tender? A - The expenditure shown is up to Period 9. We have not yet been charged for the school meal tender but expect to pay this in the next few weeks.

The costs have been allocated in the budget on the budgeting tool under Catering E25 / GL4665. £737 FY24/25 and £738 FY25/26.

As the school meal tender was not included in the November revised budget, the costs are not showing on the budget that you see today. £737 will be included in the outturn forecast in March.

Q - The variance for supply staff is 10%. How will you cover any supply needed between now and the end of the financial year? A - E02 Supply Staff covers Katy Angio supply. We may have to pay 1 day to Katy in February to cover the inset day, she may take time in lieu. After this, we do not anticipate any further expenditure using Katy as Supply Staff.

E26 Agency supply spend is about £2k over budget, this is due to 2 members of staff on long term sick leave. However, we have just received an staff absence insurance payout of £1,860 and have a outstanding claim for £1820 so are hopeful we will balance the expenditure on supply to date

Q - The caretaking and cleaning budget has been spent. Does that include payments up to the end of the financial year? A – Yes that is correct.

Q - As the expenditure is higher than the income for this year, please could I request documented commentary for all committed variance line items that exceed the original budget. (All items over 25%)

£13,307 variance: awaiting £4375 income from Havant SEN team to balance SEN expenditure on £27: GL4878 Hired and Contracted services. Plus Spring Term high needs funding £9007.

£3793 variance. £3115 income due from after school club room rental. We have just received £1050 for Autumn Term in period 10, this is not showing on period 9 balance vs forecast. Balance to be paid to us at end of Spring term. Also some breakfast club income and photography commission due before 31st March.

£3470 variance. Teachers absence insurance claims. We have just received £1860 teachers insurance payout in Period 10. Outstanding income due to ongoing claims

£9733 variance. £1483 income was budgeted for Spring Term day trips and £8250 for July 2025 residential deposit and balances. We have not requested income for either yet.

£4000 budgeted. Friends raised £2K more than we had originally budgeted for in May. Additionally, we have raised £229 in school, Christmas Fete Dec 2024

(£1080) variance: We are still expecting £1080 Clawback for tutoring to be taken off this income line.

Expenditure related to Katy Angio, Deputy Head as supply. Possibly one day supply to be paid in Feb, then we have no more planned supply for Katy in FY24/25



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Budget all allocated, includes payments to be made up to end of financial year 2024/2025. Energy, water and sewage spend higher than budgeted. We are keeping an eye on this. Slight overspend on Fire/Health & Safety equipment. We still have £309 committed spend on refuse collection.

No more connectivity spend due except £310 approx. antivirus spend due March 2025. No more IT learning resources spend due except £180 Times Table rockstars due Jan 2025. No more admin software and systems spend due except £429 Insight due March 2025. £3105 still to spend. £2k allocated towards telecoms upgrade. £1k laptops. £212 still allocated towards photocopying costs.

Overspend is due to 2 members of staff on long term sick leave. However we have just received a staff absence insurance payout of £1,860 and have an outstanding claim for £1,820 so are hopeful we will balance the expenditure on supply to date.

Q - Is the school forecasting expenditure higher than income for next year too? (if so, may I suggest a 3 year forecast estimate. The school will be in deficit if the school did not have cash reserves/ positive balance)

Yes the school is forecasting expenditure higher than income for next year too. The 3 year forecast estimate is attached and was presented to Governors as the November revised budget.

Q - When energy bills are high, is there a reason they are so high? A – Partly due to it being an old building with use of oil. Advice on 'those lines' is very much taken by EFS who go overly cautious. During property services meetings graphs are looked at which show that school does not have wasted energy, going down at weekends.

Donations: Hopeful to receive two possible donations. JM has written to one possible donator. **Action:** AC to follow up if not heard by end of half term.

Impact of Year R admissions 2025-2026

Currently have 20 first choices. AC added it is the biggest number for a while and thinks main thing to attribute it to is straight Year R. It was noted that Governors had an impact on decision to move to Year R only and has been a positive one.

Discuss Capital Spend priorities

Toilets in Kingfisher's class. Quotes received, cheapest is £41K and highest £64K. Have £33K to spend. Therefore looked at ways to make savings including Andy Goodall (caretaker) doing the painting. As result of cost savings, managed to get cost down to £33K. Will look to complete work during Easter holidays which will mean School will have next lot of capital funding and will also mean less disruption during term time.



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6. Catering Update (AC)

We are in a group of 6 schools for the tendering process. 5 companies will be selected with it then being whittled down to 3 before we choose one. Schools can then choose their own from the 3, which one is best suited to them. DN to go to presentations with AC.

7. Headteacher's Report (verbal) including Life in Modern Britain

NOR – 103 pupils, two pupils have recently joined, one in Year 5 and one in Year 3. A Year 1 child has left as moved area due to work commitments.

Year R – 17, Year 1 – 13, Year 2 – 15, Year 3 -16, Year 4 – 15, Year 5 – 12, Year 6 - 15

There are twenty 1st choices for Year R in September 2025, with a high level of possible SEND.

Q - Are those increasing with more numbers of ADHD diagnosed? A- More children who are non-verbal are coming into schools, ADHD normally not diagnosed till later.

Q - Who does assessment and when if need SEND? A - If already come in with EHCP and has been done at pre-school, then once join Hambledon, it is on-going. We have a speech and language specialist LSA so can do in-house. Seeing more children coming in with EHCPs in place or in progress.

Attendance remains to be a challenge. Whole school attendance has gone down to 93.8% which is still below national. One child approaching 50% and a few in 70% which doesn't help. Three persistent absences are due to holiday and should therefore go up going forward.

Chicken pox was prevalent before Christmas, not specific to our school. All school have different illnesses.

One child is more of a percentage in a smaller school but not sure enough to contribute as to why below national.

AC addressed the matter of attendance in the last newsletter. **Action.** JM to add attendance to Governing Body newsletter.

Children who have more than 15 days sickness leave – relates to 3 children so done referral. Meeting on Monday to discuss one child's medical needs.

AC has sent letters to those children whose attendance below 90%.

Please see Confidential Minutes

Of the seven that were on the list from last year, five have higher attendance rates than this point last year.

Pupil premium and non-pupil premium attendance – Previous gap of 15% is now 6%. Pupil premium attendance has gone up which is a positive.

Learning walks – These took place in Maths, English and Metacognition (baseline) which all showed consistently good teaching and learning environments. Thread picked up in English, modelling how to answer something which would have elevated learning even further and individual area in Maths. Modelling and AFL seen in all classes. During book looks – strong use of scaffolding, focus on presentations, small steps of learning, retrieval tasks. Areas of



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improvement are:- children knowing what they are good at and areas to improve. All can say but not how they know. Need to dig deeper into marking and feedback.

Behaviour and attitudes – AC spoke about one possible racist incident which has been investigated and will monitor. Child who possibly said it understood they should not comment on someone's skin tone.

Verbal/aggressiveness incidents– one incident which happened at swimming pool during lessons. Incident report to health and safety and parent came to collect child, who have been supportive, and consequence given.

LSA training – Behaviour – Concern expressed by an LSA about behaviour during playtimes/lunchtime. Procedures have been put in place to help and altered LSA meeting structure as a result of feedback from training.

Q - One of points in SIP was transitions, how is it going? A – Started trialling this week, using whistle first to tidy up and then second whistle is one to go. Make sure children come in calmly and sensibly. Seems to be working and will continue to monitor.

One teacher has now moved on more senior pay scale, therefore will take on behaviour aspect of SIP/monitoring plan. DMcG will now meeting with this member of staff.

Mental health week (3rd to 9th February) – School will be holding fundraising and activities to raise money for charity.

World Book Week – Thursday 6th March 2025. There will be two author visits.

Years 5/6 have started music tech. Concerts will be held for parents/carers for drum and piano.

Leadership and management – Sarah Peters visited school yesterday. EYFS – putting prompts in place. There is effective assessment in the wide curriculum and monitoring of interventions and impact. AC and KA now supporting Year 6 Maths, KA – 2 lessons and AC 3.

Q - Why are you supporting Year 6 Maths? A- Working with greater depth children to make sure they continue in right direction, Mrs Styles to work with ARE children. Need to make sure Maths does not dip as some children are on the 'cusp'.

Q - What is expected data for SATS? A – Tests are being held next week and there will then be feedback.

There are no concerns with teaching.

Safeguarding

CiN family – possible further downgrade however continue to support.

One case – has been pushed back to social services. Concerned expressed by AC at closing case however AC will often chase if not heard back. Does the same with SEN – keeps checking.

Confirmed closure of another case – child getting support from SDA.

LADO referral/police investigation – AC had to reinvestigate however all closed, 'false' investigation. Also had Ofsted call regarding this and went well.



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Q - Is there consequence of false allegation? A - Member of staff was asked if wanted anything re. deformation of character however she said no and wanted to move on.

Health and safety - 0 cases.

Life in Modern Britain – Document sent to Governing Body, likely to come up in Ofsted PSHE programme.

JM has updated Ofsted folder, will add MB document and latest crib sheet.

8. Data/presentation on AP provision and reduced hour timetables

It was mentioned that Ofsted are 'hot' on alternative provision. The school currently does not have any children who attend alternative provision.

One child has recently gone back on reduced hours due to medical needs/anxiety. It was asked if reduced hours negates attendance. **Action:** AC to look into attendance code.

No alternative provision therefore just one child on reduced hours – important for Governors to know.

9 and 10 Safeguarding and Health and Safety Update (MB)

Covered previously during meeting.

11. Feedback from Pay Committee (MD)

MD spoke about how discussed Headteacher's pay and supports staff pay. Criteria was met and therefore could go up bracket (1 point progression). It was linked in with SIP.

Headteacher - statutory requirements met. Next pay committee meeting will be at end of this calendar year.

12. Governor Visits (JM)

Upcoming LLPR - 25 February

Visit planning for the spring term

LLPR visit – as close to Ofsted as can get. On Tuesday 25th February Sarah Peters will come in and then Governors come in for feedback at around lunchtime.

Q - Is it linked to say whether need more support? A - Catherine Redgrave not doing separate monitoring visit, Sarah will say what she needs to see in order to be 'signed off'.

Q - Do you anticipate which areas need to be looked at? A – AC has written some things down which need prioritising **Action:** AC to send out to Governors.

Governor Visits – AC to send out dates for planned learning walks to Govs. Others will be towards end of term.

Foundation – GL to come into school for Art and PE.

CC added that need to highlight sports that children have learnt.

SEND and Pupil Premium – EDW to do, two visits.



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13. Governing Body Business (JM)

Finance – Southern Audit Partnership - DN and JM to look at, best on a Tuesday so that Susan Coulston in.

Action: AC to check that Skoolkit tender has been looked at in last few years.
 Marishelle to do personal development in summer term.

14. Governor Training (JM)

MD attended 'Understanding Finance in Schools' and 'Holding Leaders to Account'.
 DN attended 'Finance, Safeguarding, Introduction for new Governors.

15. Policies - School uniform

AC explained that no changes have been made to policy but in light of recent confusion around staff/parent expectations for P.E. kits, then it might be good to look at it and clarify. Some children are now coming in wearing branded logos on tops.

After some discussion it was agreed for children to wear school jumper or cardigan for P.E. with plain black or navy shorts/tracksuit bottoms.

Governors all agreed to the changes.

AC continued by informing all that a parent asked if their child could wear chain with cross for religious reasons. AC to contact School Legal but according to policy children are allowed but must be made clear that school not responsible for any losses.

School Policy – is a statutory one.

16. Any Other Business – None.

17. Date of Next Meeting: Thursday 13th March 2025 (Virtual)

Meeting ended at 7.40pm

ITEM	ACTION	WHO	COMPLETED
4	DBS – DN – all approved to bring certificate in once received. EDW to bring her certificate to show MS at school	DN/EDW	
5	Donations - AC to follow up and contact donator if not heard by end of half term.	AC	
7	JM to add attendance to Governing Body newsletter.	JM	



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7	AC to look into attendance code re. one child who has recently gone on reduced hours due to medical needs/anxiety.	AC	
12	Re. visit from Sarah Peters AC has written some things down which need prioritising. AC to send out to Governors.	AC	
13	AC to check that Skoolkit tender has been looked at in last few years.	AC	

Signed *J Murray*

Date.....13/03/2025.....