



**Minutes of Full Governing Body Meeting (Resources) - Virtual  
Thursday 14th November 2024 at 6pm  
At Hambledon Primary School**

**1. Welcome and Apologies (JM)**

Adrienne Corr (Headteacher), Katy Angio, Jana Murray (Chair), Dominic McGrath, Marishelle Butler, Guy Ladenburg, Caroline Crowe, Matt Darby, Daniel Neal, Marina Slaney (Clerk), Susan Coulston. Apologies: Caroline Crowe, Lynda DeWolf

The meeting was quorate throughout.

*KA joined at 6.06pm*

Katy Angio is now Staff Governor. Staff were invited to apply however as this was the only application received, Katy will be appointed by default as Staff Governor. **Action:** MS to add Katy to Hampshire Services for Schools.

**2. Update on pecuniary interest form (All)**

**Action:** MS to send reminder to those who have not updated form.

**3. Declaration of interests in agenda items (All)**

None.

**4. Approval of minutes from last meeting (JM)**

No comments on Minutes. Approved and signed by JM.

**5. Actions update and matters arising (JM)**

ITEM	ACTION	WHO	COMPLETED
2	MS to send form to Daniel Neale and ensure all completed DOPI form.	MS	Completed
6	AC to talk to cleaning company as to whether three hours daily is feasible	AC	Completed
9	MS to chase Governors who do not have photo on welcome board.	MS	On-going
10	AC is still waiting to hear from company re. Ofsted certification. AC to chase.	AC	Completed
11	To ensure that KSCIE has been read by all and have evidence of this.	MS	On-going
11	JM to check on file to show who has completed safeguarding training.	JM	Completed
13	JM to email the Ofsted crib sheet draft document to Governors to fill in their section.		Completed
15	AC to pick weeks for governors' visits and email dates.	AC	Ongoing
15	MS to check website is all up to date with Governor information.	MS	Completed
17	JM to do research on this and agreed that adoption of MOPP policies to be postponed.	JM	Completed



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Cleaning company – When AC spoke with other schools, most have 3 hours but our company based the four hours on the size of the school when contract was initiated. Company would welcome another visit to look at this. After discussion it was agreed to 'close' for now and look at again when contract is due for renewal.

Welcome board – Photographer will be in on Tuesday 26<sup>th</sup> November. Governors are welcome to come in if they do not have a photo/update existing photo for notice board

Ofsted certification – ActiveMe 360 – running after school club. Their certificate has come through now and after school club has now started.

*Matt jointed at 6.13pm*

KCSIE discussion – AC to ask cluster schools what their procedure is re. evidence that it has been read. **Action:** MS to send link KCSIE and Governors to confirm that they have read it. Safeguarding training – action completed.

Ofsted crib sheet document – to be discussed later during meeting.

Website – up to date with Governor information.

**6. Finance: Budget review 2 (SC)  
- budget review period 7 Approved revised budget by 30 November 2024**

2024-25

Total Income - £787,194

Expenditure - £800,993

In Year Surplus/(Deficit) - (£13,800)

Surplus/(Deficit) Brought Forward - £100,355

Cumulative Surplus/(Deficit) C/Fwd - £86,555

Budget – for this current financial year it is looking in 'good shape'. Since May budget accumulated 86K – more income in pp, high needs top up funding, fundraising, grant in from DFE for FSM families, 11k core schools budget funding. The current year looking okay but tried to be realistic in budgeting moving forward.

Questions sent in advance:-

(From JM)

Q - In May, we had a deficit of £5779 for 26/27; now it is £34,571. This is a big jump. It's hard to see from the budget where we are overspending. Can you shed some light on this? A - Firstly on expenditure there was an increase in the budget for admin salary costs. There was



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an increase in pay grades which was not reflected in the May budget. The main reason for the increase in deficit is lower income.

We are forecasting a decrease in our budget share based on pupil numbers. Next year's budget is based on our October Census number on roll which was 102 children. The May budget was built on 107 children which is what we expected to happen at the time. Moving forward we would hope that we would have more children in school for the October 2025 census. We are funded approximately £4.5K per child.

Additionally the budget was adjusted to be realistic about our funding for children with Educational Needs GL 7691. So we have not assumed that we will have the same level of children with Educational Needs and funding for 25-27

Our funding decreases in future years as children leave and we have reflected this in decreasing the 1-1 staffing forecast.

Q - How do you envisage the deficit can be reduced between now and then? A - First of all I just want to feed back that our EFS advisor says a lot of small schools have a similar looking budget to us and have a deficit. But yes, the deficit needs to be addressed. We would hope that our pupil numbers increase and therefore our budget share increases. Adrienne to talk about raising income: Using Friends money for educational resources rather than subsidising some trips, trying to raise funds through publicity in The Hambletonian and asking parents direct for donations to school as other schools have done.

Q - 5083 and 5101 - these are new line items and a substantial amount. Can you explain what they are? A - The Department for Education has introduced some new GL codes so what you are seeing is expenditure that has been moved out of existing GL codes in to new ones. 5083 is broadband and antivirus. We spend just over £5K on broadband annually. 5101 is our new server that we had installed in August.

Q - Well done for increasing the fund raising and sponsorship income and hire charges.

Where is this coming from and is there a possibility we could increase the income further? A

- The £4000 fundraising comes from Friends. The hire charges come from ActiveMe 360 and will be matched by expenditure on sports teaching in school.

From MD

Q - HCC report: 4878 - why are hired and contracted services (curriculum) going down so significantly? A - Almost £7K of expenditure in 24/25 is OT/Speech Therapy for a child. Not budgeted for in future years yet but it would be matched by income from Havant SEN if so. That explains the drop from 24/25 to 25/26. Then moving forward we don't know if we will receive Sports Premium in future years so we have taken dance workshops, tennis and CM Sports and R&R sports out of the budget. We still have some sports provision using ActiveMe360 who run our after schools club. The cost of this sports provision is matched by the rental income ActiveMe360 will pay us for using our facilities to run the after school clubs. We also had £1250 in this year's budget for Pathways to Resilience training. As staff have had resilience training they can now use this in class.

AC added following points:-



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- Budget is set in May which is before teacher resignation point. Therefore budget does fluctuate and overall we do a really cautious budget.
- AC attended 'Friends 'AGM and was encouraged to see that with change in positions there are some fresh ideas on how to increase fundraising. Big Breakfast was mentioned– an event where monies raised used to go toward preschool, however now the funds will be coming to school. This is quite a big profit event which will continue. There are also conversations being held with local pub regarding different events.
- Have our own fundraising ideas too with KA including Break the Rules Day as school looking to raise 6K for iPads. It was mentioned that a cluster school send a letter to parents asking that if parents were able to £20 per family would significantly help.
- There is a member of Hambledon community who helps children whose parents can't afford trips etc.
- 

Jana thanked SC and AC for their hard work.

**The governing body is aware of the future year deficit as shown on this plan, and will take action to address it.**

**A vote was made to approve revised budget and was approved by all.**

*SC left at 6.35*

**7. Headteacher Report (verbal) (AC)**

Teaching staff member is now back following medical leave however an LSA is now off on medical leave (week before half term and is due back 19<sup>th</sup> November). Covered by in school support and also supply to offer as much continuity as can.

103 children on roll. Four new children into Yr R, Yr2 and Y6. Two have left to go overseas – Yr 4 and Yr 5.

Robins – 17, Kingfishers – 29, Owls – 31, Ospreys – 26

Year R – 17, Year 1 – 14, Year 2 – 15, Year 3 – 16, Year 4 – 15, Year 5 - 11, Year 6 – 15

Year R child – informed by Admissions to take child on under special circumstances.

11 in Year 5 – There is less movement in upper school especially if not space for younger siblings.

Q – Please could we have update on how it is going with one class for Year R? A – It is going well and the time teacher is able to work more in small groups and more closely with them. When Sarah P (LLP) was in recently noticed that they had settled in well. The quality of provision is the same however the change is that the teacher does not feel like doing two things at the same time and able to spend more time on subject areas. Where the curriculum is so different between Year R and Year 1 therefore requires two different curriculum planning. As a result of this it allows class teacher to spend time on other things such as subject areas.



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Attendance

Robin's attendance to follow. The school's attendance figures have gone down to 95.2% from 95.9% and nationally too from 95.8% to 95.4% and local authority from 96.3% to 95.9%. Attendance figures for all children to parents/carers were sent out yesterday. The figures included percentages compared to local authority and nationally and also compared to last year. It also shows broken weeks and brings up any trends/emerging patterns. The aim is to send out attendance figures every half term.

Persistent absentees – 12.9%.

11 pupils – 1 pupil is on significantly reduced hours. 2 are due to holiday, 3 are due to a mix of transport and illness and other 5 are due to medical/illness.

Of the 11 pupils, 7 not on persistent absentee list last year. Of 4 that were on list from last year, 3 are at a significantly higher percentage than last year.

Quality of education – Focus is on assessment for learning. KA and AC have completed one half of the school and other half will be observed next week. Modelling continues to be used and seen evidence of it, if not was followed up by speaking to children about it who could then explain.

Staff CPD focus on routines and expectations, foundation subjects and linking to our learning values. Focus also on small steps, building on learning and looking at reviewing the Hambleton Way. Undertook some pupil conferencing and children were able to talk about how they were doing now and how fits in with previous learning.

After having spoken to Sarah P she added that in terms of pupil conferencing, if when Ofsted visit children don't show examples of it, can use evidence from visits.

Behaviour and Attitudes

0 incidents of Fixed Term Exclusions or suspensions

0 racist incidents

Two incidents of verbal/aggressive incidents – One child is on structured play – more successful lunch times and playtimes.

Trialling change of routine at end of play/lunch to help with noise during transitions – quieter and quicker.

1 PBS referral that will come next week.

Personal Development:

Personal development – information about this was added in newsletter recently.

ActiveMe 360 (after school club) offer eleven different clubs available to all pupils. They have been pleased with intake for this first week and they expect numbers to grow. Comments from children who have attended have been lovely.

Extra-curricular activities continue to be offered - Owls swimming lessons have just started however this term is a bit lower on trips but whole school pantomime is booked and Owls class are booked in for History society visits.

Ten Year 3/4 children recently attended cluster football tournament.

Leadership and management

AC had a mock Ofsted interview with Sarah (LLP) and another LLP – was a 90 minute conversation run through with types of questions that may be asked. They said it went really



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week and impressed with answers but also raised a few things to look at and data to collect. Some documentation to help will be sent to AC.

Safeguarding

1 child on plan – continue to work with social worker and meetings

1 child supported by Stop Domestic Abuse – sessions once a week to help with emotions and processing what experienced.

Health and Safety

MB completed health and safety walk and has a report on it.

AC – to complete paperwork following two accidents – one child broke a finger on playground and a supply teacher cut hand when walking up stairs.

Q - Will there be a report from Sarah for Governors to look at? A - Unless it is a monitoring visit then there is not a report. However AC added that will share any information that she receives.

**8. Review and approve Pupil Premium Strategy statement (AC)**

PP Strategy statement –

Questions in advance from JM -

Q - How do we know that children taking books home are reading them? A – Teachers check reading diaries weekly.

Q - It's great to hear that 60% of PP reached ARE in reading and this has maintained the results from last year. How can we improve on that this year? A – Intervention plans in place and have children that need to who read every day. English Lead has created a plan that has been rolled out to all year groups and this will hopefully show an improvement in reading.

Q - 53% of pupils are at ARE for maths which is drop from 67% the year before. This will be a focus area for 2024/2025. What strategies are you using to improve maths outcomes for PP?

A - We have invested in interventions – pathways to progress, Mathshed and timestable rockstars which can be used at home. Looking that staff are setting homework each week which is benefitting all children.

Q - What impact has the therapy dog had on PP children? A – Sadly the therapy dog is currently not coming in but it may restart. AC to contact owner. However a new parent who has joined has a therapy dog and KA is looking at this option and also at what impact therapy dog had on pupils.

It was added that strategy looks at end of key stage results but because our cohort is so small, we look at it as a whole group.

A vote was made and all governors present are happy to approve PP Strategy Statement.

**9. Review and approve Sport and PE premium statement (AC)**

Question sent in advance

Q - £4250 for CPD sessions with sports coaches seems a lot especially as staff had coaching last year Can you explain how this is broken down and allocated? Can you explain why this is needed when £5460 is budgeted for bringing in sports coaches? A – CPD sessions are for LSAs this year that are in PE lessons with children and support lunchtime/playtime roles. £5460 is for PPA cover, which is freeing KA and AC to give extra support in classes.



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A vote was made and all governors present are happy to approve Sport and PE premium statement.

**10. Review and approve SEN statement (AC)**

No change from last year and no questions asked.

A vote was made and all governors present are happy to approve SEN statement.

**11. Staff survey feedback (AC)**

The following point was questioned:

Q - Staff consistently manage the behaviour of pupils well - 22% disagreed. Leaders support staff in managing behaviour - 22% disagreed. How would you explain these? A - It appears it was the same staff members however being anonymous it is tricky to know. However it appears there is some contradiction as in another question person replied that school behaviour is good and believe it is well managed. School relooked at behaviour policy and thresholds on Inset day and the policy is displayed around the school. Will look at perhaps undertaking learning walks at lunchtime/playtime.

Discussion had re. whether non-anonymous surveys could be done and it was asked what other schools do. Cluster schools also do anonymously but any problems in particular are discussed at staff meetings.

JM asked DMcG what his plans were for his subject visit. DMcG added that has now completed a report re. visit at end of last term and there were no concerns about behaviour. He also added that the other school he is Governor at do their surveys anonymously.

**12. Safeguarding update including safeguarding training summary (MB)**

Matters addressed under HT report. MB is checking that all processes are correctly followed. Had detailed talk with AC/KA when checked SCR. Governors can be reassured that all processes are followed and that SCR is up-to-date.

**13. Health and Safety update (MB)**

Health and safety walk undertaken with Andy Goodall. Report sent to AC and will then be sent to Governors.

Important matter to be discussed – glazing within school. It has to be a certain standard and ensure that it is safe and does not provide any danger to pupils. A classroom window was broken by a football that went through it. Risk assessment put in place following this to avoid happening again and now children are not allowed to kick ball on playground, only an astroturf which is too far to reach windows. There is a film that can cover the glass to make it safe at the cost of £850. Approval is not required but need to make Governors aware for their information.

Following items for Governors to note:–

Gas Safety Certificate – Completed 26<sup>th</sup> March 2024

Full electrical test – Completed October 2024

PAT testing – Completed July 2024

Fire testing –Completed September 2024



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**14. Ofsted: Ofsted crib sheet for review and comment**

Ofsted crib sheet – All agreed it was a good document to use. If any Governor would like to add anything they were asked to let JM know. JM thanked AC for filling in gaps.

**Discuss Ofsted IDSR**

Jana also shared IDSR – this is a document Ofsted would use when they come to get data on school. This is something talked about with Rebecca and Sarah (LLPs), they said that governors should ask questions such as noticing that our EHCs are above average nationally, noticing attendance data etc. Governors advised to look at document and use it to ask questions.

**15. Verbal headteacher performance management panel to report to FGB (nothing confidential)**

Chair of Panel – DMcG informed all that the panel met last Wednesday with support from LLP. Performance reviewed for last year and set targets for year ahead.

**Verbal pay panel to report to FGB (nothing confidential)**

Pay panel –DMcG explained that it was a useful meeting with AC and learnt about structure going forward. Panel left meeting with improved understand of how it needs to work. JM thanked DN for stepping in.

**16. Governor Visits: Update from all governors on dates for scheduled visits in Autumn term (All)**

Governor visits – JM completed visit with Georgia Styles today. Plan made for implementation visit next term.

Will need to set date for support staff performance management. **Action:** AC to send email re. dates.

Pupil Premium – MD to undertake.

**Leadership and Management visit report (JM)**

This was undertaken by JM in July and governor visit feedback form circulated to all.

**17. Governing body business: Election for vice-chair - please send your nominations to Marina by 12pm on 14 November/governors can also self-nominate (JM)**

No nominations received in advance however Marishelle offered to be vice chair during the meeting. As a result of this vote was made and all agreed for MB to be Vice Chair.

**WhatsApp group - new governors**

KA and DN happy to be added to WhatsApp group. **Action:** MS to add numbers to WhatsApp group. MS to ask LDW.

**Vacancy management update**

Another advert has been placed on Governor for Schools. Have a new staff governor – role advertised in school and Katy come forward and only one so by default is it.



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**18. Governor training: Training reports from governors**

Whole governing body training on "governor Visits" to be held at the school on on 28 November at 6pm.

**19. Policies:**

SEND – to be reviewed at next meeting

**Review and approve pay policy (localised)**

Governing Body review and approved pay policy

**Review and approve performance management policy (localised)**

Governing Body reviewed and approved performance management policy

**Review and approve model recruitment policy (localised)**

Governing Body reviewed and approved model recruitment policy

**Adopt remaining statutory MOPP policies: capability procedure, disciplinary procedure, resolving workplace issues procedure Review and approve recommended MOPP policies with updates: Dignity at work, Early Career Teachers, Fitness Suitability for Work, Code of Conduct, Employment Equality, Staffing Restructures and Reductions, Managing Sickness Absence**

Governing Body agreed to adopt.

**Adopt recommended MOPP policies:- Casual Worker, Low Level Concerns, Classroom Observations Protocol, School Equalities, Overseas Criminal Record, Acceptable Use of ICT, Procedures for ending fixed term contracts, Procedure protected disclosures, Social media**  
Governing Body agreed to adopt.

**20. Any Other Business – must be agreed in advance of the meeting with the Chair**

None.

**21. Date of Next Meeting: Thursday 12th December 2024 at 6pm (Virtual)**

Meeting ended at 7.45pm.

ITEM	ACTION	WHO	COMPLETED
1	MS to add Katy to Hampshire Services for Schools.	MS	Yes
2	MS to send reminder to those who have not updated form.	MS	
5	MS to send link KCSIE and Governors to confirm that they have read it.	MS	
16	AC to message Governors re. dates for Governor subject visits	AC	
17	MS to add numbers to WhatsApp group.	MS	

Approved and signed by .....

Date .....