

ST MARY'S BENTWORTH CE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING MINUTES

on Wednesday 14th January 2026 at 6.30 pm

Spring 1

Focus on Attendance and Punctuality;

Pupil Council report; Autumn data predictions



Terms of Reference	
Instrument of Governance of this Governing Body re-constituted on 08.07.2015	
Quorum: 50% of appointed governors = 6	Chair Debbie Spencer-Jones in absence of Maria Fordyce
Clerk Judy Totman (JT)	
Date of Meeting: 14 th January 2026	Duration of Meeting: 2 hours 25 minutes

Attendance

Name	Governor	Governor role	End of term of office	Present/Apologies /Absent
Jo Ayres (JA)	Head Teacher	Ed/Resources	HT	P
Charlotte Baker (CB)	Staff	Education	29.09.2027	P
Clare Bridger (CBri)	Parent	Resources	02.03.2028	P
Scott Fitness (SF)	Parent	Resources	24.09.2026	P
Maria Fordyce (MF)	Foundation	Chair of GB	31.08.2029	Ap
Debbie Kempton (DK)	Foundation	Vice-Chair; Chair of Resources	20.10.2027	AP
Callum Knight (CK)	LA	Resources Safeguarding DTG	14.07.2026	Ap
Jane Phillips (JP)	Foundation	Education	05.02.2028	P
Debbie Spencer-Jones (DSJ)	Foundation	Chair of Education Safeguarding	17.10.2026	P
Lara Swan (LS)	Foundation	Education	01.02.2028	P
Felicity Wevill (FelicityW)	Foundation	Education	15.04.2026	Delayed, 6.55 pm
Rector	Foundation	Ex Officio	vacancy	-

Reflection Summary (what has been done and achieved to positively affect and support our children and St Mary's Community in our business conducted tonight/ what is the impact)

1. Follow up possibility grant application with EHDC/developer Briarsgate
2. Met with Pupil Council - continued task set on Curriculum Drivers, report Summer term. New task governors considered and will report to JK for decision.
3. Teaching Staff -governor link meetings arrange before 09.03.2026; ASC/BC being met by link-governor.
4. Governors planning higher profile in School Community - ongoing with pen-portraits and meeting parents on the school-gate
5. Compose Wish List for upgrades to hall - crockery, mat, etc



6. Ongoing pre-school planning

In the absence of MF delegated Chair DSJ opened the meeting, welcoming all governors present.

She took the opportunity to inform governors of the death of Charlie Shaylor a couple of days ago. Charlie was a welcome and well-known visitor to the school over many years, most influential in Christian belief, providing the children with Open The Book (Bible story telling/acting out with a team of Church volunteers. Governors conveyed sympathy to Maggie and the family and noted that there will be a memorial service and book of memoirs to which governors agreed the school would like to contribute. A moment of reflection followed.

Refer to point 9.0 Chair's reporting on yesterday's Pupil Council meeting

Agenda

1. Apologies
2. Declaration of Interests
3. Approval of Minutes of last meeting & Confidential Minutes (05.11.2025) & Matters Arising
4. Review pre-meeting proposal form - policies/procedures
5. Safeguarding
6. School Strategic Plan 2025-2027 2-year cycle
7. CofE VA Report
8. 'Imagine If'
9. Chair's Report (verbal) delegated Chair DSJ will update
10. Governance
11. Head Teacher's Report (written)
12. Committee Reports
13. Off-Site Visits
14. Jubilee Hall Hire
15. DTG Report
16. New Matter(s) for inclusion on next FGB meeting Agenda
17. Date of next meeting: Wednesday 14th January 2025

1.0 Apologies DK, CK (work-related), MF delayed at meeting in London; FelW delayed at work, will join shortly. CK also hopes to join later.

2.0 Declaration of Interests None

3.0 Approval of Minutes (05.11.2025) & Matters Arising

Governors agreed the Minutes and Confidential Minute were an accurate record and there were no other amendments made; approved and duly signed by delegated Chair DSJ. Clerk will upload approved Minutes to school website/distribution to staff/Diocese in usual way; Confidential Minutes filed. **Action: Clerk**

Matters Arising

Planning development 5 dwellings Bentworth Investigate with contractor Briarsgate and EHDC (CIL grant) to apply for community grants **Action: JA/MF**

JA raised the question as to safety whilst passing the site, with tarmac driveway being laid and builder's fencing, families were having to go around vehicles parked on the road outside the site as the pavement was not usable. H&S concern, on approach to be mindful. Hopefully short duration - JA will monitor. **Action: JA**

Hall hire policy draft new Appendix H&S page for hirers and attach **Action: JP/JT** in transe

Domestic Abuse policy information, having been researched by CBri. CBri reported on 4-page domestic abuse document prepared for Hampshire, which provides information on how to recognise warning signs of domestic abuse; very clear about professional judgment. Consider including in St Mary's documentation, as Appendix or Schedule. Further discussion at Education Committee meeting Spring 1 **Action: Clerk** to upload/on agenda

Safeguarding - harassment, abusive visitor behaviour towards staff Researched by MF. JA/MF will provide document, including H&S incident aspect, for Education Committee to discuss further. **Action: MF/JA-Clerk** to agenda



Pay Policy 2025-2026 MF has completed; once received JT will upload to in-house policy section and inform staff. **Action: MF/JT**
Governor-staff link meeting BC/ASC JT has dates available for BC staff to agree with FelW; Await ASC dates. **Action: JT/FelW**
Year R Admissions September 2026 Potential deceleration requests JA/CB informed governors 3-4 were expected; relevant information addressed.
Pen portrait rota Ongoing **Action: Clerk**
Governor on gate rota AM Ongoing **Action: Clerk**
IT Rag meeting booked for 03.02.2026 8.00-10am. On Resources Committee agenda Spring 2
Next Hampshire Governor Forum date MF will inform governors when notified **Action: MF**
Sale of mini-bus seat places / staffing drivers On Resources Committee agenda Spring 2
GovQ. How much is a place? £5 per day collection/return; drop off suggested at Medstead Green/play area, parents' interest being gauged.
Cyber-security discussion FGB Summer 1 agenda
All other matters were either discharged, in tran or on Agenda.

4.0 Pre-meeting proposal form (Policies agreed)

Policies agreed and adopted: Adverse Weather (Ice & Snow); Animals on Site; Public Sector Equality Duty Appendix A, Objectives; Food Policy.

Admissions Policy 2027-2028 uploaded with Supplementary Information form (SIF), no proposed changes. Governors asked to DETERMINE the policy and SIF, both agreed - Proposed: SF; Seconded: CBri. Clerk will ensure electronic copy, hard-copy and School Website are updated. **Action: Clerk**

Consultation process to be scheduled for Autumn 2026 for 2028-2029 policy, being the final year of opportunity in a 7-year cycle.

5.0 Safeguarding

Trained DSLs JA informed governors that as from Friday when GN our AO and DSL trained stands down, there will remain 3 DSLs at St Mary's, JA, CB, FionaW. Governors noted that new AO will receive training as Data Protection Officer (DPO) and DSL position. Start date: 02.02.2026. JA commented that AOs are not usually trained as DSLs, but when former AO FionaW was recruited, having been a class teacher, she was already trained; it has highlighted the usefulness of an Office lead being trained.

Informal Safeguarding Quiz prepared by JA based on 3 case study scenarios;

6.55. pm FelW joined the meeting

Scenarios included domestic abuse, missing child, physical injury. With reference to the latter, How do you make a judgement as to how sizeable a mark is before you take matters further? Assessment, position, size, if it is in a straight line, around a neck; questioning - how did you do that; checking with parents as to their view - there are various ways of detecting. In need of restraint on occasion ie dysregulated behaviour to prevent more hurt; a governor referred to violent response training and with appropriate use would not leave a mark. Furthermore Team-teach training for staff provided as required includes preventative measures.

Safeguarding Monitoring Report Uploaded. DSJ confirmed undertaken by DSJ/CK with GN (Office). DSJ highlighted the following:

- Staff induction. Should member of staff start in classroom before induction training taken place? Or day 1? JA confirmed we work through a defined Induction checklist. Priority Day 1 given to safeguarding, H&S, how to report a problem etc. Those related policies (Child Protection, Safeguarding read prior to joining; on Day 1 H&S included), working through remaining policies (Staff Orange file) through 1st week of employment. CPOMs is accessed as soon as email address created. In Class, Class teachers manage new employee and train as planned with SLT - HT or DHT.
- GN actioned governor reappointment dates on SCR.
- Annual reminder (September) to all staff to inform of any changes of staff addresses, contact details, next of kin. **Action noted for Office**
- PTA Safeguarding Officer(s) Both Chairs remain busy; Treasurer SF came forward to represent PTA. JT to forward NSPCC for training to be completed. **Action: JT/SF**



- Did our school's Anti-bullying policy work as intended when dealing with a group of children compared to an individual child? Discuss Education Committee Agenda
Action: Clerk
- The Safeguarding Improvement Plan will be updated with latest audit details; uploaded to website **Action: DSJ/JT**

Governors wished to minute how impressive GN has been in the office in terms of keeping records up to date, open to questioning, really speedy response and coming up with questions. From a safeguarding point her work has been exceptional. DSJ confirmed having met with new AO as she was present on the day of audit for hand-over with GN. DK as governor-link to office staff to arrange introduction. **Action: DK**

6.0 School Strategic Plan 2025-2027 new 2-yearly cycle Engaging, Learning Well, Flourishing

- Monitoring Cycle (checklist) Refer to p.6 HT's report. CB confirmed CD has been into school for RE and Collective Worship including pupil-conferencing/speaking with the children.
- Parents' evenings, MF in attendance, spoke to parents about understanding of Curriculum Drivers. Reported see email 19.11.2025
- Autumn term Governor-teacher-support staff (LSAs) link meetings all undertaken, feedback to JA. Spring term meetings JA asked to take place by w/beg 09.03.2026. Confirmed 2 arranged plus also for Summer term; CB to contact MF/confirm their date. **Action: CB** DSJ has offered date to Lime class (12.02.2026) **Action: LS/DSJ/JP/MF**
- CBri confirmed having met with new Caretaker (PS) last term; both Safeguarding governors also introduced themselves to PS. JA referred to the site problem of mice found particularly in Oak Class and the extra work involved in disinfecting, removing items; Pest Control do monitor quarterly, but have been called in. A governor offered a 'mouser' dog should it be required/helpful. Tracking their access/egress in order to block any holes, possibly by sink unit, wooden skirting.
- BC dates available to arrange/ASC staff awaiting dates **Action: FelW/JT**
- End of term achievement award Volunteer governors for book inspection SF13.03.2026 Oak/Elder; DSJ 26.03.2026 Ash/Lime and also on governor gate rota AM. **Action: SF/DSJ** JA thanked both governors for kindly volunteering.
- Pen portrait rota in hand
- Governor on-gate rota in mornings in hand
- Feedback on termly governor H&S walk SF attended with PS/JT and reported having undertaken this in the past when no F/T Caretaker, new caretaker has made significant improvements, positive attitude and is clear on what needs to be done. Good understanding of site requirements, site is in a good place.

7.0 CofE VA report

MF had reported by email on the Christingle service, in particular the clear oracy of Year 1s. Governors' commented on KS2 Carol Service being extremely good and enjoyable, seamless in delivery. It was reported that this had been hard to achieve in rehearsals with Lime and Elder pupils **Do we know why this was?** With Year 6 pupils specifically there was not own self expectation, not able to comprehend what this looks like - low aspiration, complacency. Class teachers FionaW/LM/JK together with CB looked at this closely. CB and JA attended rehearsals in support. This year's KS2 Carol Service plan will include at the outset auditions for solos, outlining engagement in learning words, improving standards, Year 6 acknowledgment of leaders, stepping up, showing Years 4/5, being aspirational role models. We will also engage the children with our music specialists to teach singing in time for songs and awareness of taking a solo part; piano accompaniment rather than recorded music. In brief

- Keep moving at pace of music
- Remain high with our expectations, taught, and open to feedback
- Respond positively to feedback
- Keep aspirational

CB reported on 1st Choir practice held this week in readiness for Easter. Biggest number of children for choir rehearsal she has had, looking at their attitudes to sing-along, having to



feedback, 'reign in' and rehearse practising phrase at a time, to gain rhythm/lyrics being in-time/clear.

A governor reported having spoken to a parent after KS2 Carol Service in recognition of her child's exceptional solo/voice, parent had been unaware of just how good the performance was; it was a real pleasure to listen. We understand that children have different strength and that they will all have 'their moment'; historically we have not had complacency over this - not wanting to engage, not interested, not wanting to be part of the 'group effort'. As part of life skills, we have to acknowledge that it may not be our interest ('our thing') and we may not be exceptional at that, but important to learn to understand our feelings, those around us, and we practise to work as part of the team, and support aiming to do our best.

See Confidential Minute

Feedback on Church Council 1st meeting led by CB Held in the Church, very well attended with 5 out of 7 cluster schools. Mrs Micklefield/CB planning 3 sessions and hope for better councillor attendance this year. Introduction games held were very successful and social; next session 12.12.2026 held at St Lawrence. Our councillors planning a workshop in the summer based on the Diocese theme 'the value of love'. Their chosen charity for fund-raising this year is Cancer Research.

8.0 'Imagine If'

Proposed Pre-school Reference Resources Committee Minutes discussion Year 6 being housed in a separate outside building, creating a unique space for the older class. The ideas of a classroom above Ash Class would be really expensive for the size that could be created and would be restrictive for children with physical disabilities.

Restorative conversations being part of the mutual respect work undertaken before Christmas, identified in the groups working on developmental choices regarding mutual respect, conflict etc (I: big-I, little-i)). Returning to work further Spring term with CB. Target group children more comfortable than before in being able to approach and speak about issues, more confidence in themselves. In school newsletter released information on using widgets to support how to resolve/use restorative conversation; useful for a child to have some kind of structure to draw on - supportive visual remembrance.

9.0 Chair's report (verbal)

Hampshire Governor termly Forum (formerly NE forum) MF will forward next date when notified so any interested governors can sign up. **Action: MF**

DSJ read MF's email reporting on the Pupil Council and she will circulate the report. **Action: MF** "Briefly, the Councillors have taken the governor task and asked the classes about Curriculum Drivers and no one knew before the first House Day last term but when they asked again some weeks later everyone in Lime and Elder could give the name and an explanation of the 4 topics they had covered and the younger classes were all able to explain but not all knew the exact topic 'name' for each. This Friday they will cover the other Curriculum drivers and MF has asked that the Councillors to repeat the question later in the Summer Term. **Action: JK/Pupil Councillors**

The children would like a governor-set task for this term going into the Summer term. If governors don't have a specific action for the Pupil Council, MF was going to suggest that they organise an exhibition of child produced work (in their own time) or maybe in class or at a pupil-led club) that reflects one of the Curriculum Drivers (Art, photo, poetry writing, model, music etc) We could tie it in perhaps with the Alton Arts Festival and make St Mary's a venue for an evening Exhibition. I would hope that the children will be enthusiastic and produce more than one item (possibly not a competition). The children could then welcome visitors and tell them about the various Drivers. Other suggestions very welcome".

Governors liked the gallery approach and JK as Pupil Council lead will be approached to decide what option to choose. **Action: Clerk/JK**

Other task suggestions include:

Restorative conversations and pupils asked if they have had such conversations, how much have they understood, etc. Survey in class

CB has spoken to Pupil Councillors as they continue their NSPCC message (following workshops with Years 2 and 5) and whole school virtual assemblies.



Speak out about 'trusted adults'

Clerk to ensure JK sees copy of MF email and content of these minutes. **Action: Clerk**

There were no questions.

Forthcoming Church Services include Easter Tuesday 24.03.2026 (Ash Wednesday falls in half-term February); Summer term planned Ascension Day; Trinity Service. Governors welcome to attend any of the Services.

10.0 Governance

Clerk drew attention to the end of terms in 2026 as follows:

This academic year: Felicity Wevill 15.04.2026; Callum Knight 13.07.2026;

Autumn term: Scott Fitness 24.09.2026; Debbie Spencer-Jones 21.10.2026

Clerk will make contact to gain interest to effect reappointment process or otherwise; please contact MF to discuss further if wish, change of role, Committee, ideas, etc. **Action: Clerk**

11.0 Head Teacher's report (written) Uploaded to governors' secure website

JA highlighted the following:

Admissions September 2025, in-year and Year R Governors noted NoR 107, 1 pupil left due to parent work relocation. **Are the family, pupil OK?** JA has been in contact with new school, pupil has not yet been in school due to nature of EHCP.

Children on reduced hours 1 pupil is now accessing their activity at weekends.

Attendance and Punctuality LL prepared comprehensive report which will be circulated with the Minutes. Focus this term continues to be on punctuality; raising awareness of impact and offering support. JA confirmed writing an attendance plan if needed, with reviews set periodically. Attendance section included in the School Newsletter and staff asking more questions of adults when they arrive (not children).

Whole School 95.4% National: 94.5%

Lower than last time 97.3%

Note: Oak Class, 1 Yr 1 child and 1 Yr R child have been away (authorised) but now returned; 1 Year R child on agreed reduced timetable; 1 Yr 1 child on reduced hours. The absence is planned and right for each individual child and their families. Governors requested parallel set of data taking out the pre-planned absence. JA will arrange **Action: JA**

% of lateness 0.24%, specific families late due to a variety of reasons, eg signed in office 9.02 am but actual in class, settled ready for learning, is much later. So there is some work to do on this with 7 children and 5 families to target. Circulate in School Newsletter to encourage punctuality; then JA will speak verbally to those families if no improvement. **GovQ. Is there any way to offer to meet half-way, could they come into BC so regulated and start on time? Has that been taken up and if so has it helped?** Yes, in some cases it has. Data is tracking minutes lost and those children under 90% (10 children) are those of concern; 2 children under 90% huge concern. Is this a National picture? Yes 91-94% being attendance being reported. In cluster one local school reported 88% attendance stuck term on term. **Does it change at Senior School, does it improve?** No. Attendance reports look bleak in Senior Schools. **How does this transfer to the world of work?** Very difficult. Knowledge of ECT (Early Careers teacher) appointed taking work balance days off with no foresight, just phone call in to HT.

Red, amber, green list will be updated; broken down percentages per class for punctuality/lateness currently Oak 95.1%, Ash 97.5%, Lime 95.9%, Elder 94.2%.

Report more fully and focus on Education Committee next meeting agenda **Action: Clerk**

Behaviour and attitudes

From HT's report, Ash Class: Danny, a Jewish Rabbi, was full of praise for our children commenting about how interested they were and how much they knew. He said that he visited both Secondary and Primary schools over a wide area and he had not met a group of children who knew so many terms and references and who used this to ask questions".

The Director of Learning and Safeguarding Manager at Winchester Cathedral emailed the school after Oak Class trip in November:

"Fab school today - beautiful listening & knowledge, and exemplary leadership. A true pleasure to guide!"

Note conversation with regard to KS2 Christmas Carols under point 7.0.

Personal Development



Young Carers Group outing having made Christmas decorations, visited St Lawrence Church and constructed St Mary's tree in Resurrection Christmas Tree Festival. A very special trip and thanks to the staff for leading this.

Outcomes for Children and Learners

District Manager Caroline Wilkins left last December, new manager appointed Chris Brooks-Martin. Alison Rhodes, LLP visit on 22.01.2026 looking at given targets in Autumn term.

JA reported on the SEN and vulnerable groups and the large gap reported in Hampshire. Looking back at data Summer 2, Reading in Year 2 small gap, big step up from Year 1 to Year 2 in Reading, children can find it a challenge; Year 4 to Year 5 jump which is interesting. However, all are on track and there are no concerns to report.

SLT and at PDMs, tracking back data exercise, looking at the children in Year 6 who scored between 96-99SS, trying to identify characteristics from the group that could help us identify areas linked to those children.

- They did not start with us and most missed Oak Class altogether
- Passive learners
- Dyslexic traits or diagnosed as dyslexic

Each teacher has now highlighted the children who could fit those characteristics now and are monitoring their progress and reflecting on what they need, putting into place interventions and using adult input.

Data sheets will be shared alongside the EH targets and the predictions/targets for end of year. We always use Fischer Family Trust data to be in top 5% but this is cohort sensitive with our numbers and inclusion. **Are you implying that we will no longer be in top 5% or still aspire to that?** Yes, still aspire, yet each cohort presents different challenges. In Year 6 1 child will not access SATS so only 14 out of 15 children.

Refer to the Perspective bar charts in report, being aware of PINS, LLP asked us to track back characteristics, showing vulnerability in Years 5 and 3. Looked at a range of scenarios, IARF, Family Support workers, how changes occur over time; sleep patterns, toileting, parenting, behaviour at home with some masking at school - variety of differences identified as needing support.

Predictions for 2025-26 uploaded Year R GLD; Year 1 Phonics; Year 2 SATs prediction, Reading, Writing, Maths.

Leadership and Management

"Congratulations your Approved Level Modeshift STARS accreditation application for St Mary's Bentworth CofE Primary School has been approved". We have been working for the last year with the Travel Planning Team and this is part of the review we need to have on the proposed entrance and exit to parking areas.

Ofsted reforms and risks to staff wellbeing JA confirmed she sent a letter as suggested (NAHT letter to HCC) as discussed at last FGB, as yet no response. **Do you require further letter in support from governors?** JA will inform governors if response received before next meeting, await response. **Action: JA**

Catering, continues to be a heavy load on the Catering team, there is an Action Plan with targets to meet and it is helpful that we have now reverted to a mainstream menu as no longer restrict citrus. Resources Committee continued awareness.

Parent Workshops CB reported on the usual EYFS workshops for new Year R parents delivered Aut 1 including Reading; planned Spring 1 Maths, Spring 2 Writing. 7 parents attended each session in Autumn term. **Was it the same sets of parents?** No slightly different for each session; opened up discussion resulting in identifying more support is needed at home. Better understanding of interventions to keep up with peers in the curriculum; teacher advice and activities promoting practical support to give at home going forward. CB was thanked for updating.

On-line Safeguarding workshops covering year groups. Year 6, 5 parents attended, Year 4 1 parent attended; Year 2 workshop being held next week. CB is working through the Govt-based on-line safeguarding programme with specialism as mentioned on p.5 point 7.0 eg use of Smartphones. **Is there a way we can record a link so parents can access?** The powerpoint presentation needs explanation, concerns can be specific and needs to be face to face, so cannot be recorded. **To get the thought process out to parents could a 10 min video be presented so that if parents have any questions following viewing, they can**



present this to you - could the slides be 'sanitised' to be suitable for this? We do share NSPCC links which are useful.

Sensory circuit parent workshops attended by 4 parents (and a governor) to give experience of this angle of support in children's learning, which went really well; previously shared with staff in-house. JA will conduct pupil conferencing later this year. Sensory circuits are set up aiming for self-regulation by a pupil (doing something yourself) not co-regulation reliant on another person, part of independence. The difference between the two, sensory circuit sets up for learning, transition etc and sensory break, used when overwhelmed.

Governors appreciated this information and the fact it was included in the children's timetable. Noting how some children find it difficult to play, is it the same children who could not play using this or can they access a sensory circuit? Older children Years 4/5 access sensory circuits, we do not have sessions further down; sensory breaks are available from Year 3 and pupils ask an adult if they feel they need a break.

Parents evening meetings Attendance good; we are working with our split families (eg Elder Class 5 children - 2 homes), encouraging both to be involved. Out of those 5, all families made an effort to attend. Interestingly families not split parent attendance is likely to be Mum and majority had 1 parent in attendance; timing noted as important and confidence whether to bring in children if cannot arrange cover, especially with the younger classes.

Our Churches, partnerships and the wider community

Community Christmas lunch: Utter joy! Huge success once again; good attendance, with a couple of people disappointed as not able to come this year. Grateful thanks to MG and CW for all their help from kitchen catering side and to the children who took part. Governors also paid tribute to GN whose idea and effort established this important date on the calendar.

New parent tours High numbers meant that we had to try and conduct group tours after the Open Day; total of 10 families in December alone. Admissions have also dealt with applications to defer. Is that becoming a trend? There have been more applications to deal with each year. Applications for Year R places 1st time and pupils with siblings in school is high but we anticipate tailing off over the next couple of years.

SSP monitoring this term Education Committee governors looking at analysed data to identify strengths, disadvantaged gaps and next steps within subject areas. Refer to Education Committee Minutes for more detail.

In Presentation Cup assessment, monitoring shows a reduction in repeated errors as pupils apply feedback and reflect on previous work. JA will feedback further next FGB on closing gaps, assessment having impact and pupil voice in assessments **Action: JA/Clerk**

Personnel New LSA in Oak Class has settled in well.

JA confirmed appointment of new AO. She is a current parent and therefore has investment in the school; we look forward to her joining (02.02.2026). Her previous positions have included GDPR, confidentiality, safeguarding. She will be supported by HCC EFS on financial/budget matters and EPS; she will receive training in various aspects. Will this leave the Office with reduced staffing levels? Yes for 2 weeks. Governors wanted to thank them both for supporting this transition.

Governors thanked JA for highlighting the above and there were no further questions

12.0 Committee Reports Clerk thanked for uploading the minutes.

Education Committee (19.11.2025) Minutes uploaded. No further comment

Resources Committee (28.11.2025) Minutes uploaded - see half-yearly Budget review agreed; confirmation of agreement on HT Pay submission processed by deadline 31.12.2025.

13.0 Off-Site Visits

School Trip/Enrichment activities list uploaded for Spring term. Governors noted the interesting visit with the Rabbi from Southampton coming into Ash Class.

14.0 Jubilee Hall

JP confirmed that hall hires ticking over. She had received enquiry for dog training but having taken governors' opinions had replied no to hire.

Damage to tables discussed and use of PTA Sum-up system to take/return deposit. Would it be worthwhile testing this deposit system out? JP does not often meet with hirers direct to



obtain deposit; Sum-up can create electronic invoice, payment and refund by card and in case of damage could be used not to refund 100%, thus covering damage cost. There is a small charge of £2 per transaction. Governors considered how often damage occurred and appropriate signage to caution too many tables in trolleys. (signage on wall but further caution sign not to overload). Governors noted 1 sofa is being removed from stage. Consider possible use of donations made in school donations box to help in cost of replacement /damage to dinner tables, hall equipment used by children etc.

From Resources Committee Minutes action, Clerk had asked Hall Management Team to update the current Wish List with any hall requirements. **Action: JP/DSJ** They will feedback on this, but noted need for high viz jackets for hire fire marshal use; soft broom. Inventory taken on crockery recently, suggested, mugs; dispose of older style teacups/saucers; check glasses. Freshen up of side foyer; new doormat as mud is being brought through hall and ruining entrance hall carpet when children accessing WCs at play-times. **Action: JT/AO**

15.0 DTG Report

- WGBT Wed 11.03.2026 6.00-8.00 pm Governor recruitment and succession (with shortened FGB thereafter)
- CK will review Governors' Training Policy **Action: CK**
- Await HGS SLA renewal training subscription April 2026 £cost (based on NoR. If FGB agree to renewal cost no need to inform HGS as will roll over
- Note, confirmed training booked for this term: SF/JA Cyber-security Jan 26; DSJ Safer recruitment March 26

16.0 New Matter(s) for inclusion on next FGB Agenda Cyber-security Summer 1, agreed

17.0 Date of next FGB meeting: Wednesday 11th March 6.00 pm start (WGBT)

DSJ thanked governors for attending this evening, for their input and valuable discussion. The meeting ended at 8.55 pm.

Signed: Chair Dated:

Debbie Spencer-Jones in absence of Chair for Full Governing Body

Précis of Actions from meeting 14.01.2026 ITEM listed against Minute numbered paragraph	Timescale	Action	Discharged
3.0 Approval of Minutes & Matters/Actions arising			
Clerk to upload approved Minutes 05.11.2025 to school website/distribution to staff/Diocese in usual way	ASAP	Clerk	
Grants MF/JA investigate with contractor/EHDC CIL grant re: 5-dwelling development in Bentworth. JA will monitor pavement use		MF/JA	
Hall Hire policy draft new Appendix H&S for hirers and attach		JP/JT	
Domestic Abuse policy add to Education Committee meeting agenda for further discussion	12.02.26 agenda	Ed Cttee	
Safeguarding, harassment, abusive visitor behaviour towards staff - Consider draft procedure	12.02.26 agenda	MF/JA/Clerk	
Pay Policy 2025-26 receive from MF and upload to staff in-house folder		MF/Clerk	
Governor staff-link meeting BC/ASC arrange meeting with staff		JT/FelW	
Pen portrait ongoing		Clerk/govs	
Governor on gate rota AM ongoing		Clerk/govs	
Next Hampshire Governor Forum date, circulate when available		MF	
4.0 Pre-meeting Proposal form as agreed			
School <u>Admissions Policy 2027-28</u> Policy determined; upload to school website		Clerk	
Consultation process agreed for Autumn 2026 - agenda		Clerk	
Other policies agreed to be uploaded to School website; inform staff; parent body		Clerk/Office	
5.0 Safeguarding			
<u>September annual check</u> with staff as to any changes to address, contact details, next of kin, phone contact		Office team	



From Nov Audit PTA Safeguarding Officer SF forward NSPCC training link		JT/SF	
Anti-bullying policy, dealing with group of children Aut 1, discuss further at Education Cttee	12.02.26 agenda	Clerk	
Safeguarding Improvement Plan update and upload latest version		DSJ/JT	
New AO, arrange introduction as governor-link		DK	
6.0 SSP (School Strategic Plan)			
Report back on Year R settling in survey		CB	
Governor-teaching staff link meetings		LS, DSJ, JP, CB/MF	
CB to affirm date with MF		FelW-Clerk	
Arranging BC/ASC staff meeting dates		Oak/Elder SF	
End of term achievement awards agreed governors to scrutinise pupils' books		Ash/Lime DSJ	
9.0 Chair's report (verbal)			
MF will inform governors of next Hampshire Governor Forum date		MF	
JK Pupil Council lead to arrange repeat task of questioning on Curriculum Drivers Summer term		JK	
JK to consider suggestions for further task, Clerk to forward details from these minutes and draw attention to MF email		Clerk/JK	
10.0 Governance			
End of governor terms, Clerk to approach governors in due course, inform MF; undertake appropriate paperwork		Clerk	
11.0 Head Teacher's Report (verbal)			
Attendance Parallel set of data taking out the pre-planned authorised absence requested by governors		JA/LL	
Report further on Attendance at next Education Committee	12.02.26 agenda	JA/Clerk	
Ofsted Reforms and risks to staff wellbeing letter sent, await reply; JA to update governors when receives response		JA	
Next FGB closing gaps, assessment having impact and pupil voice in assessments following monitoring -	FGB agenda	JA/Clerk	
14.0 Jubilee Hall			
Wish List for Jubilee Hall by Hall Mgt Team		JP/DSJ	
Order items mugs, glasses (?), soft broom, new doormat as required		JT/AO	
15.0 DTG Report			
DTG to review Governors' Training Policy		CK	
16.0 New Matter(s) for inclusion on next FGB Agenda			
Discuss Cyber-Security (NB Draft amendments to ICT, Data Protection & Site Security procedure to include computer security, firewalls etc)	Sum 1	Clerk- JA/SF	