

ST MARY'S BENTWORTH CE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING MINUTES

on Wednesday 5th November 2025 at 6.30 pm

Autumn 2

Focus on Punctuality and Curriculum Drivers



Terms of Reference	
Instrument of Governance of this Governing Body re-constituted on 08.07.2015	
Quorum: 50% of appointed governors = 6	Chair Maria Fordyce
Clerk Judy Totman (JT)	
Date of Meeting: 5 th November 2025	Duration of Meeting: 2 hours 15 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	P
Debbie Kempton (DK)	Foundation	Vice-Chair; Chair of Resources	20.10.2027	P
Callum Knight (CK)	LA	Resources Safeguarding DTG	14.07.2026	P
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
2. Pupil Council - to assist the topic set to research (Curriculum Drivers), whole school given presentation at Collective Worship; also presented to governors tonight for information
3. Teaching Staff -governor link meetings taking place; dates being set for year; support staff meetings being arranged; introduction meeting with new Caretaker
4. Governors planning higher profile in School Community - pen-portraits in School Newsletter; morning 'meets on the gate' being planned
5. Catering - outcome of survey, Action Plan including pupil choices noted and more opportunity to serve those eg a favourite, pizza



6. Opportunity to replace child height sink in Oak Class, further improving facilities for the children

MF led with a prayer to open the business of this meeting, and welcomed all governors present.

Agenda

1. Apologies
2. Declaration of Interests
3. Approval of Minutes of last meeting & Confidential Minutes (01.10.2025) & Matters Arising
4. Review pre-meeting proposal form - policies/procedures
5. Safeguarding
6. School Strategic Plan 2025-2027 2-year cycle
7. Proposed pre-school at St Mary's
8. CofE VA Report
9. 'Imagine If'
10. Chair's Report (verbal)
11. Head Teacher's Report (verbal)
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 None; FelW will join us after work.

2.0 Declaration of Interests None; only 1 Associate governor still to sign Register of Interests - Clerk has this in hand. **Action: Clerk**

3.0 Approval of Minutes (01.10.2025) & Matters Arising

One addition of 'P' for DSJ being present was noted and adjusted. Governors agreed the Minutes and Confidential Minute were an accurate record and there were no other amendments made; approved and duly signed by Chair MF. Clerk will upload approved Minutes to school website/distribution to staff/Diocese in usual way; Confidential Minutes filed. **Action: Clerk**

Matters Arising

Consider starting point for further discussion on grant applications eg Community grant. MF reported, having researched, but there are not currently many grant opportunities. Small development of 5 dwellings in Bentworth and she will approach EHDC as direct grant and write to developer. **Action: MF** On another matter, Community Service building survey being conducted by EHDC, MF confirmed forwarding plans of our building - Jubilee Hall to them as requested.

All other matters were either discharged, in tranche or on Agenda.

4.0 Pre-meeting proposal form (Policies agreed)

All other governance matters were agreed as detailed in the form.

SMSC and Attendance Policies were adopted.

Feedback on Missing/Lost Child Procedure. Governors agreed the following amendments;
Action: JT

- referral to external doors being locked during playtime (clarification: children now enter via main school entrance door - by School Office during those periods)

- contacting the Police instead of 'when necessary' amend to 'immediately' a child has been identified as missing.



- contacting parents for a recent photo, ensure our Arbor system is up to date with latest photos and provide immediately to Police

GovQ on parental collection PM, is there a reason the children are collected from the front of the building by School Office?

Yes, in the mornings Year R are delivered to classroom via the side of the building but in the afternoon to avoid congestion both RD and CB bring the children to the front of the building for collection. This also encourages parents to use the trim-trail area or the field (in summer) if they want to stay, play, chat. A governor asked JA to remind parents to ensure that children are kept orderly, hands held if needed, and walk behind cars as there have been sightings of children running around cars. JA will action reminder including at Bring your Grown Up to School day. **Action: JA**

Relating to attendance/school leaving age, what happens to a pupil aged 16 who has deferred for a year? Governors discussed acknowledging the following (for reference information below)

"Legally, you can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays. However, by September, you will need to be in official education or training.

These are your options:

- *stay in full-time education, e.g. at a college, doing A Levels, T Levels or other academic qualifications,*
- *start an apprenticeship,*
- *work or volunteer for 20 hours or more a week while in part-time education or training".*

Deceleration:

- *Where placement in a younger year group is maintained, phase transfers, SATs, GCSEs and school leaving are reached a year or more late. Young people cease to be classed as being of statutory school age the last Friday of June in the school year in which they turn 16 years of age. This could impact on their ability to move onto other settings or courses as they will be a year older than the normal age-range for which the setting usually provides education. Pupils attending mainstream provision can usually be funded to the end of the academic year in which they are 19 years old if the setting is willing to accommodate children beyond 18 years old (subject to some restrictions).*
- *Where placement in an older year group is maintained, the consequence is that the child will reach the next phase transfer, SATs or GCSEs, and school leaving point a year or more early. Young people do not cease to be of statutory school age until the last Friday of June in the school year they turn 16 years of age and as such would have to negotiate transfer early to a school sixth form or Further Education college, which would not be guaranteed.*
- *As there is an obligation to be in education or training until the age of 18, a pupil who spends an additional year in school may reduce the time they spend in post-16 education or training which may limit their capacity to achieve qualifications"*

MF referred to the Pay Policy, 2 changes notified, Performance Management wording change to 'appraisal' and if on TLR and part-time you can actually be paid 40 hour rate (eg additional for project or leadership role). **What is TLR?** It refers to Teaching & Learning Responsibility. **Action: MF/Clerk**

Education Committee had reviewed and agreed changes in MoPP documentation, and all agreed MoPP adoption. DK proposed, CK seconded. Inform staff **Action: Action: JT**

Changes were noted in: Performance Management & Capability Policies

Capability Policy Sep 25

Appraisal Performance Management Policy Sep 25

ECT (Early Careers Teachers) Policy HCC Sep 25

ECT Policy tracked changes Sep 25

Managing Performance Concerns Resource Pack Sep 25

Procedure for Protected Disclosure ('Whistleblowing') May 25

Sickness Absence Policy Nov 24 / Sickness Absence How to Guide Aug 24

Supporting Employees with Carer Responsibilities, How to Guide July 25

MF thanked all those for reviewing.



School Admissions consultation 2027/28. MF confirmed we can start process although have a further year in which we can do so. MF suggests starting the process this year and will look at documentation. **Action: MF**

5.0 Safeguarding

Informal Safeguarding Quiz prepared by JA based on case study scenarios and questions governors would ask.

6.55. pm FelW joined the meeting.

Safeguarding Improvement/Action Plan audit date fixed for 24.11.2025 **Action: JA/DSJ/CK**

Safeguarding training INSET day AM 03.09.2025 JA confirmed 1 DSL missed this day but is attending the same training January 2026. JA confirmed this member of staff is up-to-date with her DSL training. **Action: JA**

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

- Monitoring Cycle (checklist) JA referred to visits having been arranged.
- Resources Committee - discuss impact of CPD, add to Agenda 28.11.2025 **Action: Clerk**
- Volunteer governor(s) for end of term achievement award. Agreed, Elder/Oak CBri; Ash DK; Lime DSJ, please email JA to arrange best time. **Action: CBri/DSJ/DK**
- Governor-teacher-support staff link meetings. MF referred to strength of staff sharing strategies collectively in supporting children and those with EHCPs. In Oak Class further LSA 5-day support identified. JA confirmed recruitment of 2 new part-time LSAs, 1 with experience will join Oak Class Thurs/Fri, and another experienced LSA will move across into Oak Mon-Wed. The other newly 'recruited' (*see later minute voluntary role) LSA will train in an older age class. MF confirmed gov-link meeting with CB conducted and thanked Oak Class LSAs for making time to speak with her whilst she was in school.
- CB will report back on Year R settling in survey **Action: CB**
- DK confirmed she would be arranging meeting with the School office staff January 2026; they are preparing a new form suitable for use with support staff, which they will pass to JA for approval. **Action: DK/JT**
- Governors had arranged or were arranging their Autumn term link-meetings; JA reminded them to also arrange teacher link-meetings for Spring and Summer terms.
- New caretaker, CBri will be arranging introductory meeting with PC shortly **Action: CBri**
- BC/ASC staff, arranging meeting shortly **Action: FelW/JT**
- Early feedback on new Catering Company. JA had results of surveys and had uploaded report; she thanked governors for their input. As a result Catering Manager confirms Action Plan in place.

See Confidential Minute

Referring to photos of food provision from when caterers visited, as part of Cluster feedback, there appeared to be some disparity in meals being served across the Cluster. Meal uptake is being scrutinised, working towards increased uptake; 1st invoice received from caterers. Catering contract is in the process of working through the Cluster schools.

JA is pleased with the menu choices and the amount that is being served with more 'seconds' available now. **Has the menu been changed (as a result of the pupil feedback) to increase some of the favourite choices eg pizza opportunities?** Yes. Governors found it interesting that waste has to be measured; there has been some increase in waste, eg some children not wanting to eat jacket potato skins. Waste is weighed and costed. Children being encouraged to try the options at the salad bar.

- GDPR Report GN thanked for uploading the report, there were no questions.
- Open Morning for new prospective parents Tuesday 14.10.25 9.30-11.30 am. SF reported it was very busy with visitors, some with their children; the SLT did an amazing job, with really good representation, answering interesting questions with diplomacy; much



parental engagement. The Yr 6 tours were good but the pace was so busy. MF acknowledged parents were clearly engaged, potentially there may be some disappointment if not gaining a place. From sibling families attended, 3 current parents, and family with new child starting higher up school. CB noted potentially one prospective pupil may apply for deceleration, she will keep governors informed. **Action: CB**
MF thanked all involved in putting together a welcoming comprehensive Open Day morning and for SF support in attending both as a governor and parent.

- Enhancing links with school community:
Pen portrait rota prepared by Clerk and MF had commenced in School Newsletter 23.10.2025; please forward pen portrait to clerk by 30.11.2025 and these will be infiltrated periodically into the School Newsletter. **Action: Governors/Clerk**
Governor on-gate rota in mornings dates to be suggested by governors as to their availability; Clerk will email rota for dates to be filled in **Action: Clerk**
- Pupil Council with JK: MF/SF attended the 1st meeting of this academic year, and reported that although councillors were a bit daunted, they spoke with confidence about their new roles and were very enthusiastic. Some had their posters with them to show and a number of them had not had a role like this before, but had 'been brave' coming forward having spoken to their friends who had previously done the role. CB confirmed in the youngest class, Year 1, no election was necessary as only 2 candidates came forward. In posing Curriculum Drivers as their topic to research, governors felt there was every possibility they might not know what they are, but CB confirmed they would gain knowledge through House Days and support from our staff. Curriculum Drivers will be discussed with families at parent's evenings; children have received presentation in Collective Worship. JA asked for governor volunteers on parent evenings, 17.11 (**confirmed DSJ**), 18.11 volunteer? 19.11 (confirmed MF), 20.11 volunteer? to engage and gain feedback as to whether parents recognise any Curriculum Drivers or wished to speak on aspects of school. **Action Clerk** to ask for any further volunteers/ notify JA.

7.0 Proposed Pre-school

MF reported on phased funding. Phase 1 funds were available only if you had spare space on site, ie classrooms which we do not have. It is reported that 300 schools gained funding, believed mostly in Midlands and North. Phase 2 does not include that criteria and is open 11.9-12.12.2025 for detailed applications. Capital grant of £150k, different areas of application are scored, 50% deprivation index, in which we do not sit. Criteria includes

- Must open pre-school by no later than September 2027 **There would not be time as would need to get through planning process?** Regulations say as long as in school grounds and on school owned land you can develop; specific form/letter which MF would send, would require signature/approval from Diocese/LA. As a VA school we would refer to Diocese but whole £150k grant would apply, no % deductions. MF does not feel we will be able to meet Phase 2 criteria nor would £150k be enough for pre-school development at St Mary's (priced at £186k a few years ago so would be much higher now). We would wish to place facilities adjacent to Year R utilising that element of the school and playground, avoidance of field development, otherwise 2 similar environments created on our site.
- Phase 3 applications are more Local Authority based. Governors referred back to previous discussions, proposition of 15-pupil classroom (ie Year 6) above Ash Class; LA identifying need in local areas might give better opportunity. Await further information, on 3rd phased grant possibly Autumn 2026.

8.0 CofE VA Update

- MF reported school Harvest Service on Thursday 9th October was very well attended by our families, particularly Year R cohort. MF observed very helpful Church Councillors, supporting service and directing when to stand whilst singing. Some pupils



had well carried voices, others oracy not so clear. Governors wanted to highlight oracy as a focus of one of our curriculum drivers.

- St Mary's Church Remembrance Service Sunday 9th JA/Cathy Dumelow working with Head Pupils, who will be laying the school wreath. They will be attending with their parents and lay St Mary's School wreath. JA asked for any governors to attend 10.50 am? **Action: MF** confirmed. Governor gave feedback from last year, pupils smart, remember to take hands out of pockets.
- Whole School Remembrance 11.00 am 11.11.2025 at monument outside St Mary's Church; governors welcome
- Singing at Beech Christmas Fair Sunday 30.11.2025 11.30 am, governors CK/DK confirmed could be present **Action: CK/DK**
- Pupil Church Council meeting CB confirmed we are hosting the 1st meeting of this academic year in St Mary's Church, 5 other schools have confirmed attendance. Our Councillors are getting prepared, planning to sing, prayer, and getting-to-know-you games. CB will report back next meeting **Action: CB**

9.0 'Imagine If'

JA is considering selection of 2 points for this current academic year:

1 proposed pre-school for St Mary's. 2 JA will report back at next meeting on the 2nd. **Action: JA** (NB since meeting 2nd point: children holding own restorative discussions)

10.0 Chair's report (verbal)

- termly Hampshire Governor Forum (formerly NE forum): MF confirmed on-line attendance. She observed that messages posted highlight governance being meshed with HIAS. Await information at the point that Hampshire dissolution evolves into 4 or 5 areas, including Children's Services, Education, Adult Services, basic provision. It is believed current staff will be dispatched to separate areas to replicate what has been available from the 1 place.

- MF noted congratulations in referring to premier animation of one of the pupil's designs as a character (shown to the children in Collective Worship) in The Tale of the Waste Beast, highlighted also in the School Newsletter.

- Oak Class leak MF/CB met with HCC Property Services and Corrigenda, after staff had fortunately mitigated Corrigenda's loss; they have agreed to replace vinyl flooring, adult sink unit and install child height sink unit alongside (we will pay for the latter), installation planned for Easter break. This allows time to investigate underlying concerns in flooring requirements, once old flooring is raised. Also 'paid expenses' to date and JA will liaise with GN on costs incurred **Action: JA/GN** Are you satisfied the area is safe and usable until Easter 2026? Yes, they have sealed with tape seams in vinyl floor area to make safe; we are hopeful of successful outcome at Easter.

- Sharing assembly with attention to oracy, MF suggested sitting at back and if can't hear clearly then indicate, say by putting hand up to give children more precise feedback and enable practise. If children took turns to stand at back of hall and listen to speaker, they would understand the need to use heightened voice control; also awareness of the speed in which they speak. When used to sitting further forward or at the front, you don't get the same aspect and when they hear they will understand that projection - gives them the opportunity when they hear to understand sound loss.

MF will inform governors of next Hampshire Governor Forum date and governors just need to sign up and invite to attend is forwarded back to you. **Action: MF**

There were no further questions.

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

Admissions September 2025, in-year and Year R Governors noted NoR 108 with new admission of Year 5 pupil; JA confirmed she is settling in well. **Did she join after Census**

(Budget reasons)? Yes after Census had been conducted, so for Census purposes 107 on roll.

Attendance and Punctuality LL will prepare comprehensive report for Education Committee meeting; JA confirmed attendance is strong in all groups. Focus on punctuality, those families



cutting close to Register which is taken at 9.00 am and those late, (acknowledging valid reasons, eg some link to mental health / SEN needs). If rushing it interrupts smooth settled start to the day. **Would start time at 8.55 am be appropriate?** We cannot change our open time, would take consultation etc. We can encourage and share concerns with families independently. **Can you say children expected in to class by 8.55 am, with classroom opening door time moved 5 minutes earlier to 8.40 am?** 8.45 am is appropriate open time for class teachers, gives time to liaise with LSAs on safeguarding, work etc prior to pupil arrival. Encouragement for pupil to come in immediately, sometimes stop and chat, pupils kit out of boot - more timely organisation. Not many families are involved, but it is the impact on those children. We will be highlighting the importance of being ready and calm to start the school day at Parents' Evenings. Governors asked whether it might benefit if a child made a video of being delayed, the impact of rushing, getting in late to class.

See Confidential Minute

Ofsted reforms and risks to staff wellbeing MF/JA asked governors to consider a draft letter that JA is proposing to forward in line with advice from NAHT, (other head teachers are sending too) to employer HCC. JA will email draft to governors for perusal and feedback; JA outlined the letter which points out robustly the urgent concerns posed by the Ofsted process, despite new inspection framework, no change or reform has been made to take into account risks to staff wellbeing. Governors are aware of the tragedy that occurred to a HT in recent times and of Ofsted's own independent well-being Impact Assessment report findings. These findings are highlighted in the letter, together with request for employer, HCC, to ensure duty of care and legal responsibility to protect staff. Governors agreed their understanding would be that prevention of avoidable harm was paramount requiring H&S-risk assessment, mental health, wellbeing considerations to be in place by an employer; they asked JA to email the draft so that they could peruse/feedback immediately. **Action: JA** MF drew governors' attention to the fact that initially GB is the employer but take into account that LA (HCC) stand in place for this type of matter.

Does the Diocese have a view on this? They have been asked for their view in terms of Diocesan representation for H&S (Rob Sanders), on this level both Diocese and GB accountable. We look at SIAM's process which is robust, but that process is not transposed to an Ofsted inspection. With the commissioned report into wellbeing amongst teaching profession released, there appears still no response from Ofsted as a result. DfE indicate that this needs sorting out; Ofsted is an independent body, comprising 2-party dynamic, those who do not want change and a more progressive group. No independent body reviews complaints that are lodged, they are addressed internally within Ofsted.

SSP JA reported on really good work in progress with LLP Alison Rhodes - Maths, Reading and Writing Years 2-6, children at risk of not being able to obtain combined ARE GDS; all identified children only need one more subject to reach combined. **Is this based off teacher assessment?** Yes, total of 17 pupils, with majority needing Maths. 10 girls, 7, boys, 2 Pupil Premium 2 SEN. Support includes working with children and parents (encouraging number work, language understanding), personalised morning work around gaps, reading influences (how much can be read in 20 minutes); MM interventions, ELSA work with KM, Writing conferencing. Year 6 tutoring with HC commences today. Sharing in PDMs, what is working well etc. Reading continues to be strong, Little Wandle, expertise, interventions, recognition of our families being pro-active in their support of pupils at home.

Curriculum Drivers JA, prompted by insightful questioning at Education Committee, shared with governors the presentation given to the children at Collective Worship, to ensure best understanding on recent House Day; shared also with LSAs. CB reported that the children thoroughly enjoyed House Day and as minuted at Education Committee meeting topics were divided by Class, CB led Year 1s with play-based learning; RD Ash, Communication and storytelling; FionaW Lime, Environmental Stewardship; JK Elder Belonging. It was a fun day, good for the adults to move around the classes and a nice mix for the children.

JA was thanked for the informative presentation.



Governors appreciated the reflection on rower, Jess Rowe, former pupil which neatly fits with RD plan on highlighting the drive of women, eg in sport. We have placed a request to see if contact can be made with Jess to zoom/teams or video link in to school.

See Confidential Minute

JA had uploaded the feedback from Southern Central Ambulance Service following her complaint, and governors felt this was a good response, the Service having taken up the complaint and investigated the matter thoroughly. It evidenced the need for training of personnel in the service.

IT RAG meeting This appears to be voluntary/signed up for so JA has actioned. Date: Tuesday 03.02.2026 8.00-10.00 am, for on site assessment (evaluation of our IT status) followed by RAG meeting. **Are there any governors available?** **Action:** JA/DK plus any other governors if available.

JA confirmed informal meeting with Caretaker before half-term, he has settled in well, as noted by Resources Committee. Full-time 40 hours per week, there is much to do on site. JA/PS will meet again term-end, December.

LSA recruitment 2 applicants, offer made to 1, Thurs/Fri in Oak Class to support 1:1; the other applicant Mon-Wed not experienced LSA but flexible and willing to train. Experienced LSA will move to support 1:1 in Oak Class. Trainee LSA wishes firstly to volunteer until April; JA is checking this through with EPS/Insurance.

Behaviour and attitudes Returning to equalising cards to support habits for mutual respect and understanding across the school; in the first half-term there were attitudes produced with some strange decisions being made, return to 'Big-I-little-i cards, 'my need above your need'. Education Committee have discussed.

Governors thanked JA for highlighting matters in a verbal report and there were no further questions

12.0 Committee Reports

Education Committee (22.10.2025) Minutes uploaded. No further comment

Resources Committee (10.10.2025) Minutes uploaded. No further comment

Pay Committee met before this evening's FGB; confirmed Performance Management Cycle concluded for teachers and HT; GN will raise the appropriate letters for signature. **Action:** GN/MF

Admissions Committee MF confirmed Admissions 2027-2028 consultation in tran; on agenda for January 2026 FGB for policy to be determined.

Pay Committee & Performance Management Panel. On HT Performance panel, FelW is standing down; LS to take role joining DK and DSJ. Leaving a vacancy on Pay Committee, although MF confirmed no further activity is foreseen until September 2026. Vacancy cannot be filled by member of HT Performance Management Panel, or staff governor. FelW offered to take role; accepted. Clerk to update governor role listings form and recirculate. **Action:** Clerk

13.0 Off-Site Visits

School Trip/Enrichment activities Lists had been uploaded for both Autumn and Spring terms; already proving to be busy times with much activity planned.

14.0 Jubilee Hall

JP confirmed that hall hires have increased with school community bookings of children's birthday parties. **Is Bentworth Film Club still operating?** Yes, but not many film showings recently; there is one showing on 14.11.2025. Hall Management team thanked for their ongoing commitment.

15.0 DTG Report

Clerk had contacted HGS to ascertain if Cyber-Security topic could be delivered as WGBT for Spring term 2026, but this topic is not yet included in HGS program.



DTG CK highlighted the topics chosen 2020-2025 which included Safeguarding; Special Educational Needs and Disabilities; Curriculum - Intent, Implementation and Impact in your School; Inclusion & Diversity; Moving the School from Good to Outstanding; Developing Outstanding Governance. CK suggested Governor Recruitment and Succession Planning; governors discussed the huge amount of knowledge held by Chair and experienced governors; suggestion of rotating around committees, pros and cons of this experience, and agreed this was a good choice for training this year. CK/Clerk to liaise with HGS to try to book Wed 11.03.2026, holding WGBT prior to shortened FGB meeting. **Action: CK/Clerk** Education Committee to remain as stand-alone on 18.03.2026 (was combined with FGB). **Do you find staff keen to become staff governors?** Usually not much interest but we always ask when a staff governor vacancy occurs as it could be any member of staff. **Is 4-year governor term too long?** It is part of governance constitution but a governor can step down after any period of time. Usually governors like to commit to a period of time to gain experience; we are lucky here that our governors stay on our governing body for a period of time, continuity is not lost and genuinely building on length of service, engagement makes a real difference. Recent training undertaken CK confirmed recent safeguarding training undertaken and will forward certificates to Clerk. **Action: CK** JA is booked on Handling and Resolving Complaints 12.11.2025; 2 places booked on Governance: Cyber-security, JA/SF January 2026. MF confirmed attending EARA conference, primary schools were main take-up.; they are trying to attract more senior school interest. Conference included 3 speakers, the 1st was good. Interestingly a senior school reported adopting EARA as one of the tools to support their pupils following result of pupil survey for Ofsted. MF complimented Oakley Infant School on their oracy.

16.0 New Matter(s) for inclusion on next FGB Agenda

Query from Governor/PTA treasurer, do they need to ask for permission to serve mulled wine (together with mince pies) after Dec Achievement Assembly? Governors agreed not as 'global' permission granted to PTA so separate permission not required.

Resources Committee agenda 28.11.2025 for discussion Mini-bus, sale of seat spaces for transporting pupils to/from school. Mini-bus staffing, back-up etc

17.0 Date of next FGB meeting: Wednesday 14th January 2026 6.30 pm.

2nd/3rd Pupil Council meetings dates tba **Action: JK/CB/JA Clerk** to notify governors

MF thanked all governors for their input, time and valuable discussion at this evening's meeting. The meeting ended at 8.45 pm.

Signed: Chair Dated:

Maria Fordyce, Chair of Full Governing Body

Précis of Actions from meeting 05.11.2025	Timescale	Action	Discharged
ITEM listed against Minute numbered paragraph			
2.0 Declaration of Interests			
Clerk will ensure final signature Assoc Gov obtained to Interests Register 2025-2026		Clerk	
3.0 Approval of Minutes & Matters/Actions arising			
Clerk to upload approved Minutes 01.10.25 to school website/distribution to staff/Diocese in usual way	ASAP	Clerk	
Grants MF will approach EHDC and developer of small 5-dwelling development in Bentworth		MF	
From previous Meeting 01.10.2025: in transe			
Hall Hire policy draft new Appendix H&S for hirers and attach		JP/JT	
Consider Stand-alone policy re: Domestic Abuse C Bri researching HTR NHS/Guidelines		CBRI-JA/DSJ	
Safeguarding, harassment, abusive visitor behaviour towards staff - Consider draft procedure		MF-JA/DSJ	



4.0 Pre-meeting Proposal form as agreed			
Adopted SMSC & Attendance Policies, inform staff/upload website		JT	
Missing/Lost Child Procedure for Staff Amend & inform staff		JT	
Adopted MoPP - the following updates (EPS) acknowledged; inform staff. Includes: Capability Policy / Appraisal Performance Mgt / Early Careers Teacher Policy; Early Careers Teachers Policy tracked changes / Management Performance Concerns Resource Pack / Procedure for Protected Disclosure ("Whistleblowing") /Sickness Absence Policy/Sickness Absence How to Guide / Supporting Employees with Carer Responsibilities, How to Guide. Inform staff		JT	
Pay Policy 2025-2026 MF will amend 2 changes notified and forward to Clerk for processing		MF/Clerk	
School Admissions Policy 2027-28 Consultation process agreed Autumn 2025; MF to consider draft documentation; Determine policy on FGB agenda January 2026		MF Clerk	
5.0 Safeguarding			
Audit date set	24.11.2025	JA/DSJ/CK	
JA to ensure 1 staff member to attend <u>Whole Staff Safeguarding training</u> (missed Sept 25)		JA	
6.0 SSP			
Resources Committee addition to agenda discuss impact of CPD	28.11.2025	Clerk	
End of term achievement award, book scrutiny, email JA to arrange best timings		Elder/Oak CBri Lime DSJ Ash DK	
Report back on Year R settling in survey		CB	
Governor-staff link meetings arrange with Office Team; new form for support staff draft to JA Introductory meeting with new Caretaker Agree diary dates for whole school year with teachers Arrange BC/ASC staff meeting date		DK/Office CBri LS, DSJ, JP, MF FelW-Clerk	
Open Morning 14.10.2025 CB to keep governors informed of potential deceleration request		CB	
Pen portrait rota governors to forward their portrait to Clerk	30.11.2025	Governors-clerk	
Governor on gate rota in mornings Clerk to circulate rota for dates to be suggested by governors		Clerk-governors	
Pupil Council Re-arrange next 2 meetings, Spring and Summer terms		JA/CB/JK	
Parents' Evenings volunteer governors, Clerk to ask governors if available to attend 18 th or 20 th November and notify JA	17.11.25 19.11.25	DSJ MF /Clerk	
8.0 CofE VA School Update			
Remembrance Sunday 09.11.2025 Governor volunteer 10.50 am		MF	
Whole School Remembrance 11.00 am 11.11.2025 all welcome		Governors	
Beech Christmas Fair, singing 11.30 am 30.11.2025 confirmed		DK/CK	
Pupil Church Council Meeting CB will report back after 1 st meeting hosted by St Mary's		CB	
9.0 'Imagine If'			
Governors requested JA to select 2 points to work on this year; 1 st proposed pre-school, consider 2 nd point		JA	
10.0 Chair's report (verbal)			
Oak Class Leak prepare list of 'costs incurred'		JA/NA	
MF will inform governors of next Hampshire Governor Forum date		MF	
11.0 Head Teacher's Report (verbal)			
Ofsted Reforms and risks to staff wellbeing email draft letter to governors for comment/agreement to send to HCC	Immediate response	JA/governors	
IT RAG meeting	03.02.2026	JA/DK + govvs?	
12.0 Committee Reports			
Pay Committee Cycle completed, raise pay letters for signature Pay Committee/Performance Management Panel. Update roles on current list - LS/FelW; recirculate to governors		GN/MF Clerk	
15.0 DTG Report			
Investigate with HGS WGBT topic Governor Recruitment and		CK/Clerk	



Succession Planning for 11.03.2025 Forward Safeguarding training certificates to Clerk		CK	
16.0 New Matter(s) for inclusion on next FGB Agenda			
Resources Cttee agenda mini-bus sale of seat spaces / staffing Discuss Cyber-Security (NB Draft amendments to ICT, Data Protection & Site Security procedure to include computer security, firewalls etc)	28.11.2025 Spring 2 /Sum 1	Clerk	