

ST MARY'S BENTWORTH CE PRIMARY SCHOOL
EDUCATION COMMITTEE MEETING MINUTES
AUTUMN 2

Wednesday 19th November 2025 at 6.30 pm : on-line
Subject Leadership Focus: SEND



Terms of Reference
As agreed by Full Governing Body 1st October 2025

Quorum 50% **Chair:** Debbie Spencer-Jones

Clerk: Judy Totman **Date of next meeting: Wednesday 11th February 2026**

Attendance

Name	Governor*	Present/ Apologies/Absent
Jo Ayres (JA)	Head Teacher	P
Charlotte Baker (CB)	Staff	P
Jane Phillips (JP)	Foundation	Ap
Debbie Spencer-Jones (DSJ)	Foundation	P
Lara Swan	Foundation	P
Felicity Wevill	Foundation	P - pm
Cathy Dumelow	Associate Governor	Not reqd to attend

*tick box where appropriate

DSJ, Chair opened by thanking everyone for logging on line for this meeting, noting FWel once available from work, would log on shortly. JA thanked governors for agreeing on-line meeting rather than in person, in view of some governors having colds and low temperatures for travelling (snow this morning).

Agenda Issues discussed

1.0 **Apologies for absence:** JP, on holiday. Accepted.

2.0 **Declaration of Interests** None declared for this meeting

3.0 **Leadership Subject Focus: SEND Information Report/SEND Policy review** Note: governors agreed to delay point 3.0 until FelW (joint SEND governor has logged in)

4.0 Approval of Minutes and Confidential Minute (22.10.2025) and Matters Arising

The Minutes were accepted as a true and accurate copy and approved; signed by the Chair.

Having taken HGS advice, referred to Hampshire Governance Good Practice Guide the Clerk informed governors that part of the Confidential Minutes relating to Lime Class had not been uploaded to governors' secure website; paper copy needs to be reviewed/approved by those governors who do not have an interest in that Class.

The section of Confidential Minutes which do not relate to this class, can be reviewed/approved in the usual manner.



Confirmation of the Confidential Minutes approval as outlined above will be actioned by next meeting, Clerk/Chair will affirm .

Actions and comments noted as follows:

CofE VA School Reporting/RE focus invitation to Sarah Miscala, Church Warden, Lasham

Action: CB

Home-School Agreement, Pupil-Parent Promises Years 1-6 Autumn term; new Year Rs late Aut term. Action: JA/Class teachers

Pupil Premium children (generally) consider how best to instil habitual strategy - await feedback from CBri who is researching for ideas to work alongside ELSA. CB will prompt as we need to publish (deadline 31.12.2025) Action: CB

Safeguarding governor to arrange to meet new caretaker (SG audit day 24.11.2025) Action: CK

Commissioner for England's Children's Plan, consider option of how best, if at all, to transmit to our children at St Mary's, eg idea of poster as feedback Action: DSJ

5.0 Pupil Matters

Attendance focus on punctuality JA referred to the DfE Attendance portal, due to a glitch in algorithms targets/information being relooked at. We are at the top-end of attendance and group markers; the portal does look good and JA will present to governors next Education Committee meeting Agenda point (allow 15 mins) Action: JA/Clerk

The figures page 3 of Agenda, as HT's report was verbal to FGB, JA will double-check as Governors questioned FSW support slightly higher number of families, disadvantaged figure higher than last time? JA believes lower figure after transition of Year 6 pupils summer term-end; possible type error 32 instead of 23. Once checked, Clerk to re-circulate page 3 to governors Action: JA/Clerk

Some families being targeted on punctuality in the mornings, face to face, by email or letter sent home. Some pupils arrive near to Register closure, for no valid reason, unsettling them, which impacts on focus and learning; not a good start to the day. We need parents to understand the impact this is having on their child.

6.0 Mental Health & Action Plan review

See Confidential Minutes

7.04 pm FelWev joined the on-line meeting, welcomed by Chair DSJ

Welfare of Staff? JA reported cold/flu type symptoms and stomach bug in school both for staff and children. CB welcoming extra adult next week in school Thursday/Fridays, reflecting on the positive impact she believes this will have on Oak Class staff.

(Governors acknowledged DSJ on-line difficult to hear/vocal problem but meeting continued with DSJ intermittent input -DSJ was able to hear clearly, but some of her responses possibly muted).

7.12 pm continued with point 3.0 as FelW now present (7.04 pm)

3.0 Leadership Subject Focus: SEND Information Report/SEND Policy review DSJ thanked JA/CB for uploading documentation and for their work on this.

JA commented that the only change to the SEN Policy was inclusion of the collaboration with Health Services, as highlighted in yellow in draft format. Governors agreed to the change and JT to address page footer in new format; inform FGB; update staff; upload to school website Action: JT

Similarly the SEND Information Report contains the inclusion of collaboration with Health Services, expectation and training of staff, JA confirmed 2 trained ELSA, 1 trained and 1 in training as THRIVE practitioners; RD is going through training as school-wide advocate for neurodiversity (SWAN). Reference to PINS (Partnerships for Inclusion of Neurodiversity in Schools) programme to enhance SEND in-person training; includes focus on 3 planned sessions. JA commented on 48 slides presented in training, relevant in level of usefulness as to



participants knowledge/experience, expanding on those of particular interest; in view of this decision made to amalgamate to live for 3rd session to allow for a really good level of discussion to take place around our team, 'sparked thought', 'innovative' etc. In person we are able to respond with wholesome discussions about our children and our school which is more helpful. PINS personnel is a very approachable practitioner; following the presentation she conducted subject talks with teachers about their individual classes. It was interesting to see her perspective and understanding of the children's behaviours. **How did her experience compare with the approach to need we have?** We do have such a variety of needs with our children here. Her advice was very helpful with some and with others she was open to lack of current knowledge and to looking into it further; it appears the range of needs was quite enlightening for her.

Since COVID and the time that has elapsed, a range of behaviours are being displayed not necessarily there before and she is coming back to discuss this further with individual teachers over the different age ranges, different issues such as toileting at later ages; she suggested that she would contact specialists for advice where necessary and will report back to us thereafter.

She was with RD (Ash) today, JK (Elder) tomorrow, CB (Oak) next Tuesday 25th; Lime being arranged later allowing for extra time on a Thursday when both LM/FionaW can be present. To ensure time is allowed for this JA is covering 2nd session of planned teaching for each Class teacher.

Governors noted a list of key policies added at foot of the last page, to be read in conjunction with, SEND Information Report and SEND Policy.

JA/CB reported on very positive relationship with SEND team, who are very supportive and actively offer meetings to find solutions. This can be rare as reported by some HTs from other schools.

7.0 Safeguarding

No further update from governor perspective since FGB.

8.0 SSP

Performance Management audit date considered Last audited by SF, Resources. Taking into account Pay Committee ToR, Ofsted cycle and noting last audit conducted by SF, Resources Committee, governors decided to fix audit for January 2027 (NB relay to Resources Committee to agree). Clerk requested to ask for volunteers FGB Autumn 2 2026 for January 2027 audit. **Action: Clerk**

JA, apologies for delay in uploading the following analysis and handwriting audit.

English and Maths analysis (RD and JK reports) Overview to be on next FGB agenda, **Action: Clerk** JA will upload reports to governors' secure area **Action: JA**

Handwriting audit Overview to be on next FGB agenda, **Action: Clerk**. JA will upload to governors' secure area. **Action: JA**

Curriculum Drivers/House Day feedback As minuted at FGB with Powerpoint shown to governors and focus for pupils on House Day.

MF had been present on a parents' evening and spoke with parents as they came and went; on curriculum drivers as a baseline JK/Pupil Council working further with pupils on this over next 2 weeks to ascertain if pupils can name 4 of the mentioned points from House Day. They will feedback to governors at their next Pupil Council meeting in Spring term; governors can at FGB. **Action: Governors/Clerk** In speaking to parents, MF reported some had an idea of this, also having read School Newsletter. One pupil with parent shared having remembered the presentation in the hall and was able to recall the House Day.

In SSP part of the work on transition we wanted to cover around our pupils, is how well we do generally as they move from Year 6 to Year 7. Anecdotaly, JA arranged for our former pupils now at Eggars to feedback how well they felt prepared for senior school as a result of our work with them in Year 6. JK visited to see these Year 7s and gain their feedback as to what they think was useful, what we did, or did not cover, and what we could add or start doing to improve supporting the transition process. JA hopes to arrange the same focus with Amery



Hill. **Do we have a mechanism to feedback these results to Education Committee?** JA agreed she would cover on next Education Committee agenda **Action: JA/JK-Clerk** Governors felt this is a useful piece of research and would be very interested in the feedback.

9.0 **Commissioner for England's Children's Plan (School Census shared survey)**

Governors considered the information circulated; JA commented there were many words (aimed at Senior level), but visual quotes version (in bubbles, more age related) if this is what governors would want to share with the children, possibly Year 6. As noted point at point 4.0 DSJ will consider further, give overview at next meeting to enable discussion as to whether we take it further with our pupils.

10.0 **Policy and Procedure reviews**

DSJ thanked governors and staff for reviewing the delegated policies and the following noted:

Public Sector Equality Duty Policy - annual review of Appendix A Objectives (published annually) DSJ confirmed the objectives remain fairly broad and still relevant. Looking at objective 2, with reference to social media, misinformation/disinformation clause to cover our pupils understanding of these concepts ... to bring objectives up to date for our children in their education right now. DSJ to draft wording, agree with JA, Clerk to circulate draft wording to governors to comment/agree. **Action: JA/DSJ/Clerk- FGB**

Trip letters to parents. JA, having researched, reported that 'informed consent' has different meanings in different sectors; the concern was raised by a governor in the medical sector, (medical context, understanding all the risks; all the options available to you) and whether it was appropriate for our trip letters. We need to have parents' understanding that they are signing to give informed consent, ie information of the trip, what the provision for the trip is, timing, being out of school etc - being informed by the content of the letter and giving consent - 'informed consent'. JA has investigated whether School Comms received which led to the changed wording, but as yet cannot find copy; Alton Cluster HTs some put 'informed consent' some just 'consent'. **Have any parents raised it as an issue?** No other comments have been received to date.

CB will raise this point with EVC HCC Team (EVOLVE-external/off site trips) and will report back next meeting so a decision as to wording can be taken **Action: CB**

For review next meeting:

Extended School day provision (2-yearly review) **LS/JT**

Supporting Pupils with Medical Needs **Action: CB**

Remote Education (Home Learning) **Action: CB**

11.0 **New Matter(s) for Inclusion** on next Education Committee Meeting Agenda

Already noted: LLP visit date on 22.01.2026 8.30 am - 1.00 pm (meeting with emphasis on children's play role, visits, and activities. Governors welcome to meet, DSJ/JP governors meet around 9.30 am. Feedback noted for agenda for next FGB/Education Committee meeting.

Action: DSJ/JP

Other matters as noted above in the Minutes.

12.0 **Date and time of next meeting: Wednesday 11th February 2026 at 6.30 pm.**

DSJ thanked governors for joining on-line for this evening's meeting and for their input; thanks also to the Clerk for minuting and hoping JA will throw off her bad cold and feel better soon.

Meeting ended 7.50 pm

Signed Date.....

Debbie Spencer-Jones, Chair of Education Committee



Précis of Actions in Minutes from this meeting (19.11.2025) ITEM listed against Minute numbered paragraph	Timescale if appropriate	Action
4.0 Approval of Minutes, Confidential Minutes and Matters Arising		
Clerk to deal with <u>approved Minutes</u> in usual way	ASAP	Clerk
<u>CofE VA School Reporting/RE focus</u> invitation to Sarah Miscala, Church Warden, Lasham CB will arrange		CB
<u>Home-School Agreement, Pupil-Parent Promises</u> arrange Years 1-6 new Year Rs late Aut term.	Aut term	JA/CB Class teachers
<u>Pupil Premium children</u> CB to prompt CBri who is researching for ideas as to instilling habitual strategy alongside ELSA		CB/CBri
<u>Personnel</u> CK to meet and introduce to new caretaker (SG audit day 24.11.2025)	24.11.2025	CK
<u>Commissioner for England's Children's Plan</u> consider ideas from plan (poster?) for St Mary's pupils; to feedback next meeting	Spring 1	DSJ- Clerk
5.0 Pupil matters - Attendance		
Present <u>DfE Attendance Portal</u> (approx 15 mins)	Spring 1	JA- Clerk
Check figures on page 3 of Agenda, and re-circulate		JA/Clerk
6.0 Wellbeing - Mental Health Lead report		
<u>Pupil Premium</u> (children generally) consider how best to instil habitual strategy		CB/CBri
8.0 SSP		
<u>Performance management audit</u> by governor, inform Resources Committee; ask for volunteer governor Aut 2 FGB 2026; audit Spring 1 2027	Aut 2 FGB 2026	Clerk
<u>English & Maths analysis</u> (RD/JK reports) and <u>Handwriting audit</u> JA will upload documentation to governors' secure website for discussion next meeting	Spring 1	JA
<u>Curriculum Drivers/House Day</u> Pupil Council feedback by governors who attend meeting	Spring 1	Governors/ Clerk
<u>Work on transition - Year 6 to Year 7</u> Feedback results of research	Spring 1	JA
10.0 Policies and Procedure reviews		
<u>Public Sector Equality Duty Policy</u> , review <u>Appendix A Objectives</u> , Present wording prepared by DSJ/JA to FGB	FGB Spr 1	DSJ/JA-Clerk
<u>Extended School-day provision</u>	Spring 1	LS/JT
As <u>link-governor</u> to BC/ASC arrange meeting with respective staff	Spring 1/2	JT/FelW
<u>Trip letters consent slip</u> for parents, check wording 'informed consent'; report back after consulting EVC HCC team	Spring 1	CB
<u>Supporting Pupils with Medical Needs</u>	Spring 1	CB
<u>Remote Education (Home Learning)</u>	Spring 1	CB
11.0 New Matter(s) for Inclusion next meeting Agenda		
Report back on LLP visit 22/01/2026 Spring 1 meeting	Spring 1	JA/DSJ/JP