

**ST MARY'S BENTWORTH CE PRIMARY SCHOOL
FULL GOVERNING BODY MEETING MINUTES**

on Wednesday 1st October 2025 at 6.30 pm

Autumn 1

1st meeting of Academic Year



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: 1 st October 2025	Duration of Meeting: 2 hours 35 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	Ap
Jane Phillips (JP)	Foundation	Education	05.02.2028	Ap
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 - 7.04 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. Pupil Council - governors look forward to meeting the new Councillors following result of elections; topic chosen relating to Curriculum Drivers
2. Considered and adopted a variety of policies, inc Child Protection and Safeguarding policies. Agreed review of changed MoPP policies prior to adoption of Manual.
3. New Safeguarding Action Plan 2025-26, audits commence shortly. Annual audit conducted and uploaded prior to deadline 30.09.2025
4. Staff -governor link meeting dates being set for year
5. Governors planning higher profile in School Community



6. Catering - await outcome of survey to enable feedback to new caterers; priority children enjoying food, menu variety, healthy eating. Kitchen equipment inventory/replacement/plan to upgrade as necessary

The meeting opened with a warm welcome on-line to Rob Sanders and Susan Bowen of Portsmouth Diocese to give an overview of Diocesan Schools, Values and Visions.

RS presented a series of slides showing Church School governor responsibilities and the differences between Voluntary-aided (VA) and Voluntary-controlled (VC) Schools. He thanked governors for supporting a Church School and the staff and children at St Mary's. He welcomed governors' questions throughout the presentation or at the end.

Highlights below:

School status:

VC controlled by LA, Foundation governors in the minority of Board, not to exceed 25%.

VA controlled by Governing Body, aided by LA, majority of Board Foundation governors (outweighing other governor numbers by 2), take responsibility for monitoring the quality of curriculum, Christian distinctiveness, Vision and Values, Collective Worship, RE and Spirituality. Admissions Code, VA GB is the admissions authority for the school (School Admissions Code 2021); responsibility of managing school site and buildings.

He explained DfE £1.6m funding received by the Diocese for Capital, DFC and SCA funding, which supports 40 Hampshire Diocesan schools; funding is prioritised for projects according to need.

GBs in VA schools can set our RE, curriculum although most schools don't; set school term dates, although tend to avoid this and go with LA set dates; GB is employer of the staff (not LA) although GBs tend to adopt Personnel services (EPS), information eg Manual of Personnel Practice

Foundation Schools, there is 1 in Portsmouth Diocese; similar to VA, state-funding, GB have greater freedom in the running of curriculum; he touched on Academy status schools too.

GovQ. How is the £1.6m funding divided out? It is dependent on the requirement, some years there may be 10 projects, others 20-30 to consider. If a project is delayed, we may need to roll-over and being aware DfE claw-back policy, another project may then be supported. He did say that in his time he had not known DfE claw-back but it is a stipulation.

We encourage schools to put in bids and applications so that a priority list is compiled - this is essential so that we can move projects across as funding becomes available.

MF commented that we had indeed benefitted on that with our WC project which had been submitted at short notice, and with our 10% in place, could go ahead earlier than anticipated - so we are mindful in our planning; we work with Property Services under SLA and local HCC Councillor.

Governors asked about Carbon Neutrality and RS confirmed Diocese had full report compiled - he will forward copy **Action: RS**

What is the position of installing solar panels on Diocesan school sites? Plans are evolving over time; dependent on building structure and roof facing, older buildings pitch not always ideal. Governors thanked RS for his time in delivering an interesting session and RS confirmed if we have any further questions or ideas, he could arrange a meeting with Susan Bowen to speak with governors further.

6.55 pm RS and SB left on-line meeting.

MF led with a prayer to open the business of this meeting, and welcomed governors present. She wished to record personal thank you to all governors for their commitment, their willingness to undertake the roles they do, and from listing out (pre-meeting proposal form) it shows how many people are doing so much, showing dedication and commitment, taking the time and care in supporting not only our staff and pupils, but also our wider school community, fundamental to our school; this shows our values in action.

Agenda



1. Apologies
2. Declaration of Interests
3. Approval of Minutes of last meeting & Confidential Minutes (16.07.2025) & Matters Arising
4. Review pre-meeting proposal form - policies/procedures
5. Safeguarding
6. Governance
7. School Strategic Plan 2025-2027 2-year cycle
8. CofE VA Report
9. 'Imagine If'
10. Chair's Report (verbal)
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 5th November 2025

1.0 Apologies CK working shift-pattern (CK/Clerk to compare work pattern to GB meeting date Schedule - we are to accommodate where we can) **Action: CK/Clerk**
JP away supporting family illness (in our thoughts); FelW will join us after work.

2.0 Declaration of Interests Initially none. Refer to point 7, page 7 obtaining kitchen equipment quotes, MF declared Interest in dealing with comparison of kitchen equipment pricing. Governors present signed this year's Interests Register. Those not present to sign at relevant Committee meetings.

3.0 Approval of Minutes (16.07.2025) & Matters Arising

Governors agreed the Minutes and Confidential Minute were an accurate record and there were no 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**

A governor commented on discipline and standards we keep with our GB Minutes and supportive documentation; she had reason recently to note at another establishment that minutes were not an accurate copy of meetings. All agreed and thanked Clerk for due diligence.

Matters Arising dealt with after Point 5.0 Safeguarding.

4.0 Pre-meeting proposal form (Policies agreed)

Chair thanked Clerk for preparing a lengthy form and acknowledged there were a few matters to address/agree change as noted below:

(7) The Resources Committee Chair affirmed as Scott Fitness with DK stepping back; Vice Chair role ask for governor at next Resources Committee meeting. **Action: Clerk** SF thanked for stepping-up to new role.

7.04 pm FelW joined meeting.

(20) SF happy to remain as LAC governor;

(29) And (30) role of Pupil Premium governor and Sports Premium Governor to be taken by Clare Bridger; CBri thanked. She will meet with CB/GN November re: Pupil Premium.

Under SSP link-governor roles, FelW step away from Oak Class for logistical reasons and limited pool of other governors to choose from due to admissions following year. MF will take link-governor role (CB present and aware); FelW agreed to take governor-link role with BC/ASC, Clerk to inform relevant parties **Action: Clerk**

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



MF thanked governors for their commitment in reading the Safeguarding policies and information; those who were able sign having familiarised / read KCSiE 2025, did so; others will affirm at relevant Committee meetings.

Clerk confirmed the following policies/procedures in the MoPP, which had School Comms/or changes notified by EPS, would be under review with **Education Committee**, having been uploaded to governors' secure area already. Resources' Committee offered to support the reviews if Education Committee wished to pass any over.

Note: School Comm. Changes to Performance Management & Capability Policies

School Comm. Updates to the Manual of Personnel Practice

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 Pak 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 offering to review these policies/procedures/Guides.

MF referred to those governors absent from July FGB and the reminder to raise any points they wished with regard to reviewing Relationships and Behaviour Policy at this meeting; governors affirmed their agreement to this review; no further changes. Clerk will upload to school website. **Action: Clerk**

Pay Policy 2025 MF will review with Pay Committee **Action: MF**

School Admissions consultation 2027/28. MF explained as VA school Admissions policy is our responsibility, our own listing of criteria and using HCC Policy model (amended to staff criteria). As well as for substantive change we also need to consult every 7 years; last consultation 2019. We need to consider whether to do this Autumn 2025 or Autumn 2026. It requires publication with Diocese, LA Admissions, Alton Cluster HTs as neighbouring schools and school community in the catchment villages. Period of 6 weeks allowed to receive back comment, policy to be DETERMINED at January FGB for 28.02.2026 which would be our deadline. MF confirmed the Admissions Committee happy to go ahead this year. Governors discussed and agreed to action this Autumn. MF will draft letters to start process. **Action: MF**

Admission numbers discussed and understanding the need for some schools to reduce PAN with pupil numbers decreasing, this is a further reason for consultation. St Mary's is currently 15 for Year R and looking at current projection, no change anticipated. **GovQ. What is the advantage of reducing your PAN?** Downsizing exercise in budget planning - class adjustment, mixed classes (30 to 15 mixed year groups), reduce staff count.

MF has researched local areas Winchester, Basingstoke and virtually every home page is advertising Open Days to increase pupil numbers - noticeable change.

5.0 Safeguarding

Informal Safeguarding Quiz prepared by JA based on KCSiE 2025, final question on the difference between mis-information and dis-information (on-line safety; 'mis' false inaccurate without intent to deceive; 'dis' deliberate intent to mislead/manipulate. JA confirmed teachers will be working (age-related) with children to develop critical thinking.

Confirmed as follows:

Safeguarding Action Plan and Audit MF thanked JA, DSJ and CK for undertaking the audit and submitting by deadline 30.09.2025. New Plan 2025-2026 issued and uploaded to school website; DSJ has fixed date to commence audit process.

Safer Recruitment noted change to search online applicants under name for information prior to job offer, ie when short-listed for interview.

Safeguarding Consider stand-alone policy re: Domestic Abuse. CBri reviewing HR NHS/ Guidelines as a similar body for comparison; consider further **Action: CBr-JA/DSJ**

Draft procedure Harassment, abusive visitor behaviour towards staff - considering draft procedure, referring to guidance in MoPP **Action: MF/JA/DSJ**



Safeguarding training INSET day AM 03.09.2025 JA confirmed went very well, nice to be with other schools. All staff apart from 1 attended and the remaining member is attending identical session shortly. DSJ also attended. No major changes to KCSiE this year. Going forward consideration of gender, equity, equality (eg issues over WC areas, privacy).

See Confidential Minute

Matters Arising:

Governors topics for Pupil Councillors see minute 7.0 SSP

Proposed pre-school refreshed enquiries on pre-school DfE funding which applies to schools having vacant space in building. MF will update next meeting **Action: MF**

MF found difficulty in accessing HGS site, MF/Clerk to resolve; MF will advise governors of next online Hampshire Governor Forum meeting (since minutes confirmed 14.10.2025) and any governor welcome to attend **Action: MF**

MH&W Action Plan JP/JA met 21.07.2025, on Aut 1 Education Committee agenda.

All other matters were either discharged, on agenda or noted in trane.

Hall hire policy shortened Appendix on H&S to be added; in trane **Action: JP/JT**

6.0 Governance

- Diocese confirm MF renewal of term of office for 4 years as Foundation Governor (30.08.2029)
- Chair & Vice Chair roles - Clerk had not received any enquiry or interest. MF happy to stand again as Chair; Proposed FW, seconded DK. Vice-Chair DK happy to stand once more, proposed SF, seconded LS.
- MF reflected on her thankfulness for the engagement, working and support of our governor body, acknowledging that across Hampshire schools there are many vacancies on governing bodies. Our Committees play an important role in analysing data and examining issues to feed through to FGB.
- Governors considered GB main structure; all agreed happy with current situation with no changes proposed for next academic year
- DSJ as chair of Education was happy for another governor to Chair, but no one has come forward so will remain in role
- Governor-staff link role changes. Oak Class/CB MF came forward to take role changing with FelW who is taking BC/ASC. FelW will also touch-base with parent body for feedback on our extended school-day provision.

7.0 School Strategic Plan 2025-2027 new 2-yearly cycle Engaging, Learning Well, Flourishing School key priority for 25-27 'A high-quality curriculum is the lived experience of every child' JA had uploaded new Plan and Monitoring cycle to governors' secure website.

4 key areas Curriculum Planning; Curriculum Assessment; Curriculum Drivers; Growing Leadership. JA commented on recognition of growing leadership with our very experienced teachers.

- Monitoring Cycle updated and dates for monitoring sessions across the 3 terms will be agreed with governors.

Governors welcomed the new SSP, recognising it included from Ofsted last visit the identified areas for school improvement ('what we need to do next').

- Curriculum Drivers JA affirmed that teaching staff would be highlighting awareness so that the children understand our curriculum in our context. Whole school events planned (2 house days - launch 24.10.2025)
- School Community, MF had welcomed all back to school September 2025 via School Newsletter
- Governor-teacher link meetings, JA asked governors to agree these meetings for the whole year, 1 per term for teachers; annual for support staff, touching base periodically. DK will arrange on-line meeting for Office team to complete last year's cycle and is happy to remain link governor **Action: DK/Office**
- Pupil Council topic for this year's Councillors, Curriculum Drivers. The councillors to find out more about this so that they can describe and articulate. 1st meeting 9.05 am



Wed 08.10.2025 with Council/JK. Volunteer governors: MF, SF may be able to, ask CK.
Action: Clerk **Action: JA/CB/JK** will discuss best timings for governors to meet with Councillors going forward, once termly Spring, once termly Summer end-year. Inform Clerk.

- Governor/staff termly H&S walk, SF volunteered with JT/PS. Arrange date **Action: JT**
- Early feedback on new Catering Company. JA is conducting surveys, pupils, parents, staff, and governors. DSJ already attended Mon lunchtime and reported back; MF on Friday. DSJ reported the children she spoke to who were sitting at lunch table, enjoyed the food, looked tasty and most of them did feel full up by lunch-end. Portions sizes seemed good; some said they were a bit hungry when it was time to get ready to go home. Year 6, served on bigger plate, not sure if size larger. There was a variety of fruit and veg available (rainbow of colour) and the children seemed to find something they liked. The children said the fruit and veg were fresh. Impressed with a Year 2 feedback, "fibre and vitamins good for my diet". CB Year 1 "peas look the right colour now". Pizza tasting "cheesy and tomatoey". One child when asked declared they did not eat anything. Discussion as to appearing more a senior school menu bearing in mind the children before had said chicken roast, pizza and fish fingers were their favourites (children liking their routine, some that loved menu, some bored); more spicy food (curry) possibly pushing children towards choosing jacket potatoes, as demand for this has gone up; also cooked food wastage has risen.
- Equipment: Oven warmer broken - see further note below
- JA reported on disparity between what the Cluster schools in group are getting. For some, there appears to be an ordering problem; some do not have yogurt station (we do); disparity in choice of fruit; whereas we are getting much wider range of salads presented and more choice of fruit, eg strawberries, melon; wider variety of food, although some children do not like spicy foods. Children are to be supported in the bulking out of their meal, eg today's menu (Wed) comprised 3 wedge potatoes, 1 chicken piece, peas, plus bread, salad, fruit or yogurt and brownie with beetroot. One child chose the 3 wedges and chicken, no peas and 1 piece of cucumber and glass of water. Staff are now on Food Station to work with the children to help them choose from the selection. Some children struggle with the balancing act of plated tray etc so staff on hand to assist to ensure they do miss from these extra choices.
- Lunch numbers, it appears there have been a few errors and delays in feeding Year 6, easier to define menu portions when not casserole, curry or chilli type meals. Teachers have concerns about children choosing jacket potatoes say 2 days in a row, particularly as some do not eat potato skins or find chewing difficult, particularly in growth of teeth (front teeth missing). GovQ. Is there a way to monitor what they are picking from salad table, no capacity to monitor what they are actually choosing, ie roll, quantity of salad. Is there fussiness in eating? Some children may not want to eat much; some lunch boxes are so full that the children choose part and then want to go out to play. Would it help if the parents had photos of food for the week in School Newsletter to help children process their menu choice? We will be investigating further once survey results known. **Action JA/GN**
- How are the kitchen staff feeling in dealing with new systems? It does take time to learn and adapt - it appears Catering Assistant is supporting by coming in 1 hour earlier in the day to support; increased workload in stocktaking every week, larger quantities of stock being delivered.
- Governors look forward to receiving full report after survey completed;
- Catering and equipment replacement already on Resources Committee agenda for next meeting, including inventory of current equipment kindly listed/supplied by GN. (dishwasher 2023, freezer 2017, all other equipment older than 10 years; replacement values electric oven Rational £6k, Valor Gas £3,500-£5k; freezer/fridges £1,500 each)
- The oven warmer by hatch is not working, GN has called out Catering Equipment Support (previously used by HC3S) and quote for parts £561 plus VAT; new equipment £872.50p. Governors agreed new replacement, MF will check out comparative



quotes and report back to Resources Committee. MF declared Interest as will obtain quote from IFSE. **Action: MF**

- GN thanked for her diligence and input in preparing the information, which she has circulated to Resources Committee governors
- **Open Morning** for new prospective parents, Tuesday 14th October 9.30-11.30 am. Governors welcome. MF volunteered and SF hopes to attend as parent governor and representing PTA.

8.0 CofE VA Update

- Governors welcome to join in our School Harvest Service Thursday 9th October 2.15 pm at St Mary's Church - all classes
- Revd Ingrid's health continues to improve, but it is a long road; we warmly welcome her back, with Revd Jonathan Rooke, as they will be leading Harvest Service with the children and they plan to lead some Collective Worship over the term to support our distinctive Christian ethos and continue to build on our church family partnership.
- CB will be leading the development of the new Diocesan project - Bags of Hope linked to Christian response to refugees.

9.0 'Imagine If'

JA requested to select 2 points this year so that we can work on these going forward **Action: JA**

GovQ What is happening with regard to Phase 2 Landscaping Project? Sadly another bid applied for, unsuccessful. Governors discussed the Community grant/land developers with another 46 houses being built locally; **possibly think of video-call presentation to get our applications clearly understood?** MF will list what we have been able to achieve and what we might look at as a starting point for further discussion. **Action: MF**

10.0 Chair's report (verbal)

- Hampshire Governor Forum: MF confirmed that she will let governors know the date of the next Forum, (online termly) so we can agree a governor who might be free to attend. **Action: MF**

- Oak Class leak MF reflected and thanked all those for the magnificent job the St Mary's team, contractor and PTA have done to reinstate Oak Class following the water leak, in readiness for our new Year R Admissions.

- 1st Parent Forum PINS programme (Partnerships for Inclusion of Neurodiversity in Schools) took place this morning to support enhancing our SEND provision; 3 parents attended

- Cyber-security GN had consulted with SF/AF following the cyber attack on a UK nursery school as to best practice in training our staff, heightened vigilance, be alert, periodic reminders. 2-factor authentication already in place as safeguarding measure. Meeting arranged after half-term. SF/GN will update governors, on agenda for next meeting.

- MF will reply to EHDC Community building survey **Action: MF**

MF confirmed end of last academic year she presented governor cup awards at Achievement Assembly - delighted children and proud parents.

- Catering contract, MF had conducted detailed analysis of catering, including HCC Legal Services/HCC SLA; reported to JA.

- Governor presence in school community - from last year, MF is taking forward GB point of view in raising awareness. MF opened this term with submission in school newsletter; FGB report will follow; every governor could do a 'pen portrait' introduction again - rota to be drawn up **Action: Clerk**. Governors on the gate AM where capacity. Possible idea, end year governors' tea, held around a sharing assembly.

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

Admissions September 2025, in-year and Year R Governors noted currently NoR 107, JA highlighted from front page the drop in EHCP numbers to single-digits; by January 2026 anticipate 11.

Vulnerable children currently 19, 15 families



PLAB Prejudicial Language reminds us we are aware. Now under RD leadership, for the 1st time he completed the PLAB consisting of 5 areas of focus for this return, assisted by JA.

Punctuality LL was thanked for producing comprehensive report.

JA was pleased to confirm that on our 1st day back in school this term attendance was 100%; local cluster schools reported 83% and 86%. This reflects our parents full support of their children's education; JA thanked parents via school newsletter.

Attendance Committee governors are focussing on punctuality and lateness; those arriving for Register just before 9.00 am which does not allow children sufficient time to settle in to class.

Behaviour and attitude, very well behaved on returning to school.

Our Communication Friendly Environment Audit Team commented "We would like to know how your children are so calm, focussed and confident within the routines. Sometimes your adults do not give instructions but your children all know what to do and do it. "How do you get this?" I talked about the impact of consistency across classes, close working relationships between adults and adults and children, routines, boundaries, adult support and pupil voice.

PINS programme ((Partnerships for Inclusion of Neurodiversity in Schools) to enhance our SEND support provision. JA referred to whole staff survey; the survey is routed according to job role so only asks questions relevant to staff member/job role (responses are confidential).

JA will share evaluation report with Education Committee thereafter. **GovQ Do we need neurodiversity as highlighted section from SEND/Inclusion on Agenda?** There is an Action Plan specific to points identified from PINS Audit. Referring to environmental, sensory needs; continuing program with Corrigenda on changing to LED lighting. PINS led by Rosie from Hampshire Parents and Carers Network (an advocate also present) coming in to hold Parent Forums (3 planned 1 each term) supporting neurodiversity (diagnoses or suspected); 1st one held 1st October, 3 parents present. These are held without any member of staff present to ensure that we have the most transparent feedback about our next steps. **How skilled is the advocate in recognising neurodiversity in adults?** Governors are interested to know how this works. JA will continue to report and believes this will be very positive. Also 3 staff training sessions are planned into PDMs.

Young Carers support has been reviewed this term led by KM, Mandy May is supporting. There are 3 groups - an older group, younger group and a group which can support Young Carers who are neurodiverse themselves. We will review after half term to see the impact.

Question Level Analysis (QLA) completed for all papers by JK/HC and JA will ascertain from JK as to how does this change her planning. Interesting discussion with LLP, reflect at Education Committee.

EARA impact report completed by RD and uploaded. This document shows how this initiative has impacted the school community, increased pupil engagement and included the curriculum.

Any questions? MF reiterated the premises issue in Oak Class at the start of term and her thanks to all involved for the magnificent effort in restoring the area. It demonstrated the value of the team. Resources Committee will ensure that the final arrangements for laminate flooring and kitchen area refit undertaken; October half-term. Also dealing with current challenge or receipts/evidence for costs incurred - smoothing out any discrepancies. **Is there H&S risk in the delay of laying laminate flooring?** No lino checked to ensure no areas cause slipping etc.

See Confidential Minute

Personnel JA confirmed welcoming our new Caretaker PS - staff delighted with his support across the site. **Has he been introduced to the school community?** Yes, via School Newsletter. Also School Community Grounds Day set for Saturday 15th November AM and he hopefully he will be able to attend.

Governors thanked JA for her comprehensive report and there were no further questions

12.0 Committee Reports

Education Committee (09.07.2025) Next meeting: Wed 8th October. No further comments.

Resources Committee (27.06.2025) Next meeting: Friday 10th October. No further comments.



Pay Committee Teaching and Learning/ Support staff pay awards in pay 30.09.2025 back to 1 April 2025; Teachers' Pay award 1 Sept; following completion of Teachers Performance Management Cycle by HT (deadline 31/10/2025) Pay Committee will meet, date tba
Admissions Committee will be exploring Admissions Consultation as minuted previously.
Attendance Committee working on Lateness and Punctuality as minuted previously.

13.0 Off-Site Visits

School Trip/Enrichment activities List had been uploaded. Governors agreed a busy and exciting start to the Autumn term with much activity planned.

14.0 Jubilee Hall

In absence of JP, DSJ confirmed usual hires ticking over; nothing further to report.

15.0 DTG Report

In absence of CK, Clerk reported on:

- need to consider WGBT for Spring term 2025 (deadline to book 31.12.2025. Governors asked Clerk to investigate whether there is AI/Cyber-security topic available. **Action: Clerk**

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

- Discuss Cyber-Security
- Update on proposed pre-school plans

17.0 Date of next FGB meeting: Wednesday 5th November 2025 6.30 pm.

1st Pupil Council meeting Wed 8th October 9.05 am with JK.

MF thanked all governors for their input, time and valuable discussion at this evening's meeting. The meeting ended at 9.00 pm.

Signed:*Maria Fordyce*..... Chair Dated: 5th November 2025.....

Maria Fordyce, Chair of Full Governing Body

Précis of Actions from meeting 01.10.2025	Timescale	Action	Discharged
ITEM listed against Minute numbered paragraph			
Diocesan representation. Report on carbon neutrality forward copy; MF will share with governors		RS-MF	
1.0 Clerk will work with CK around his work shift-pattern / schedule of meeting dates, to aid his attendance		Clerk/CK	
3.0 Approval of Minutes & Matters/Actions arising (minuted after point 5.0 Safeguarding			
Clerk to upload approved Minutes 16.075.2025 to school website/distribution to staff/Diocese in usual way	ASAP	Clerk	
4.0 Pre-meeting Proposal form as agreed			
Terms of Reference to school website, 3, 4, 5, & 6, upload		Clerk	
Adopted Child Protection, Safeguarding/related policies, upload		Clerk	
Adoption of MoPP - the following updates (EPS) will be reviewed by Education Committee: Capability Policy Appraisal Performance Management 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	22.10.2025	Education Cttee	
School Admissions Policy 2027-28 Consultation process agreed Autumn 2025; MF to draft documentation; Determine policy on FGB agenda January 2026		MF Clerk	



Relationships & Behaviour policy review - no further comment from governors absent from last meeting; adopted		Clerk	
Hall-hire policy, draft new Appendix H&S for hirers and attach		JP/JT	
5.0 Safeguarding			
Stand alone policy re: Domestic Abuse CBri researching HR NHS/ Guidelines		CBri - JA/DSJ	
Safeguarding, harassment abusive visitor behaviour towards staff draft procedure		MF - JA/DSJ	
7.0 SSP			
Governor-staff link meetings arrange with Office Team		DK/Office	
Agree diary dates for whole school year with teachers,		LS, DSJ, JP, MF	
Pupil Council 1 st meeting, governors volunteered to attend		MF/SF	
Ask CK if he is available to come		Clerk	
Re-arrange next 2 meetings, Spring and Summer terms		JA/CB/JK	
Governor/Staff H&S Walk, arrange date		JT/SF-PS	
Catering MF obtain comparison cost for kitchen oven warmer		MF	
9.0 'Imagine It'			
Governors requested JA to select 2 points to work on this year		JA	
Consider starting point for further discussion on grant application eg Community grant		MF	
10.0 Chair's report (verbal)			
MF will research next Hampshire Governor Forum date, let governors know, 1 governor attendance if possible		MF	
MF will reply to EHDC Community building survey		MF	
GB presence in school community. Governor 'pen portrait' rota		Clerk	
Possible rota for AM gate attendance to meet with parents		Clerk	
15.0 DTG Report			
Investigate with HGS WGBT possibility of AI/Cyber-security topic		Clerk	
16.0 New Matter(s) for inclusion on next FGB Agenda			
Discuss Cyber-Security (NB Draft amendments to ICT (RD), Data Protection (MF) and new Site Security procedure (CK), to include computer security, firewalls etc once final agreement going forward) Update on proposed pre-school plans b/f from previous actions: Annual GDPR Audit Report			