

Romsey Abbey CofE Primary School Full Governing Body

Held in the Music Room on Thursday 22 January 2026 at 6pm

Governor Present:

Liz Wagner (EW)	Chair of Governors: Foundation Governor
Dawn James (DJ)	Vice Chair of Governors: Foundation Governor
Jo Chamberlain (JC)	Parent Governor
Mark Harris (MH)	Headteacher(ex officio)
Kathryn Sessions (KS)	Staff Governor
Jack Pearce (JP)	Foundation Governor
Rev Thomas Wharton (TW)	Foundation Governor (ex officio) Arrived at 7:05pm
Betony Bayliss (BB)	LA Governor
Ann Turtle (AT)	Foundation Governor
Tom Langford (TL)	Co-opted Governor Deputy Headteacher Arrived at 7:20pm
Robert Pears (RP)	Foundation Governor

Also present:

Debbie Lailey (DL) Clerk

Apologies received:

Michelle Close (MC)	Co-opted Governor School Business Manager
Crystal Holloway (CH)	Parent Governor

Questions of challenge from Governors in green

The meeting was declared quorate and started at 6pm

1/26	Welcome, Prayer and Apologies Welcome was given by EW and a prayer was said by MH Apologies were received and accepted from MC and CH Notified of lateness for TW and TL			
2/26	Notification of Any Other Business None received			
3/26	Declaration of Pecuniary Interests Nothing additional to that already declared and nothing relating to this agenda			
4/26	Endorsement of Minutes of the last meeting - Thursday 4 December 2025 The minutes of Thursday 4 December 2025 were agreed as a true and accurate record of the meeting.			
5/26	Matters Arising from the minutes not covered elsewhere on the agenda Overview of Actions			
	Action linked	Action	Who	Completed

	to			
	240/25	Send the letter to the bank explaining removal of signatories	EW	Ongoing
	245/25	Draft questionnaire and share with EW and parent governors	JP, EW	In progress
	245/25	AT to meet with ECTs, page 5 of monitoring plan.	AT	For Feb meeting
	256/25	MH to present findings from Ofsted preparation training to governors following the course - July meeting	MH	For July meeting
	256/25	MH to provide more information on the IDSR at the January meeting	MH	This meeting
	258/25	JP has written a press release and will share this with EW.	JP/EW	In progress
	258/25	CH to ask her sister about a banner for the birthday celebrations in the centre of Romsey	CH	Ongoing
	258/25	JP to talk to Angelina New to develop a cohesive event for the birthday celebrations	JP	Complete
	258/25	All govs to consider joining the Pay committee if eligible	All govs	TW to be approached for HT performance committee
	259/25	EW to update governance monitoring plan	EW	Complete

ACTION - JP to write some instructions for using Parentmail effectively

6/26

Clerk's Update

Proposed dates for 2026/27

15 July 2027 taken as July 2027 meeting

Clerk to provide recording software for March 2027 meeting

7/26

Headteacher's Update - verbal

There are currently 202 pupils on roll. Leaders are pleased with YR applications for admission Sept 2026.

Currently attendance is reported as below national average due to a significant dip before Christmas due to illnesses and holidays.

Staff are working with Children's Services and the inclusion team with some persistently absent children, and some children are on reduced timetables.

Staff are holding meetings with parents and involving the relevant services, this will take time to bring the figures back to national average.

Governor Question - From the data, year 2 is better than the other years. Is there anything that can be learnt from this year group?

Historically there has been good parental engagement in this year group. Other year groups have less receptive parents and it is difficult to get some parents to understand the importance of regular attendance.

There are lots of factors that lead to persistent absence and it was recognised that leaders were doing all they could to change the narrative.

There are also issues with school transport that are hindering some school attendance.

Governor Question - Do leaders have any influence over when children get their flu immunisation as it was very late in the Autumn term?

The school has requested it earlier but it is recognised that the immunisation takes two weeks to have an impact on immune systems.

The Christmas celebration raised over £500 and was very well attended. The cashless system worked well and things will be learnt from the entrance to the event to reduce the queuing times.

The Christmas Service in the Abbey was very positive.

Staff visited Romsey Primary School for writing moderation, comparing books and moderating teacher judgements. Judgements were in agreement and discussions took place about those pupils just on the cusp of a grade change.

MH and KS completed class observations to make judgements on teaching and learning in line with policy coverage. These were encouraging and feedback has been given to staff.

The Aladdin theatre production visited school and was well received by the children. Donations were received from parents to cover the cost of this.

Year 4 had a Viking Day which was very popular.

The Collective Worship focus is Heroes of Hope, looking at Bible characters who displayed hope and linking with the children's own dreams and goals.

Leaders reported a number of CPD opportunities for staff across the school.

- Staff team curriculum progress meeting for RE looking at the journey of RE across the school, what is working well and what needs review. It was very useful to see the progression of learning. Oracy and the power of story came through strongly.

Governor Question - Was TW involved in this?

No, but going forward that would be a good idea.

- 6 day training for two new ELSA leads.

Governor Question - Why is there a growing need for ELSA support?

It is the early intervention for social needs, mental health provision and a preventative measure. The growth in need mirrors the national picture.

- TL has been released from class to undertake coaching across the school.

- HIAS training - Core Provision for English - face to face meetings once a half term for English leads, updates, curriculum changes, problem solving and how to be an effective subject leader
- Informal moderation of writing
- Ofsted training for MH
- SENCo attended an online webinar on attendance barriers.
- Team Teach training for MH.
- Prejudicial language training for MH.
- SEND in Mainstream school provision training by SENCo

Leaders have met with the school's new LLP, Cherry Chope, who came for an informal visit. She was very thorough and asked some pertinent questions. There was no formal written report from the visit.

Staffing

Huge congratulations to Marion Maxey on being awarded BEM in the new year's honours list
A Teacher returned from maternity leave enabling the DHT to be released from class.

The site manager is retiring and a job advert is live. The site manager is currently off work following an operation.

A member of staff goes on maternity leave in May and the cover post will be advertised.

4% of children were reported as being on CP plans, this is a high percentage and has a significant impact on leaders time.

Updated guidance on physical interventions has been implemented with the main changes around reporting procedures, training for MH through Team Teach has been completed.

MH has completed training on prejudicial language, this is becoming an increasing issue across education settings, RAPS does not report an increase.

Training on SEND and implications of greater need in mainstream schools has been completed by the SENCo.

BB reported on an RSE grant available, MH and EW to attend a Diocesan briefing on changes to RSE in March

ACTION MH to investigate RSE grant funding

The 175th birthday celebrations start week beginning 9 Feb with a Victorian Day, a parent run school disco, a baking competition and a former Headteacher and ex pupils for questions and stories.

Parent's evening coming up, governors were asked to support with refreshments.

ACTION - Governors to support with refreshments for parents evening

Mock SATs for Year 6 are planned and governors are asked to support with invigilating.

ACTION - Governors to support with mock SATs

	<p>The Around the World day on 23 March will focus on Bangladesh. A number of families have links with Bengali culture and the catering team will provide a Bengali style menu.</p> <p>MC submitted a report regarding the meal provider. Gateway is reported as a successful provider, there are options of a Try it Thursday but it was reported there are issues with ScoPay regarding minimum payments.</p> <p>ACTION - MH to discuss with MC regarding ScoPay</p> <p>ACTION - EW to ask MC for clearer guidance on which week the menu is on</p> <p>Governor Question - How has the CARE course for Year 5 gone?</p> <p>This has gone well and the school continues to work closely with MHST.</p> <p>IDSR Highlights</p> <p>Produced by the DfE, this is the report Ofsted will use for information about the school. It reports attendance is strong especially with SEND pupils and PA for SEND a strength. Strong results in EYFS and SATs</p> <p>PP numbers are reported as above average</p> <p>Flags for improvement:</p> <p>Disadvantaged children's results in spelling and grammar</p> <p>Progress over the 3 years represented shows poor progress but attainment is strong.</p> <p>TW arrived at 7.05pm</p> <p>Governor Question - Why is the data so out of date?</p> <p>The report shows three years worth of data to show trends and patterns. The three year trend is strong but no progress figures due to Covid have an impact.</p> <p>The gap between disadvantaged and others is increasing and is greater than it should be, the target is no gap between them.</p> <p>It reports the Multiplication check results need improvement.</p> <p>The IDSR has underlined the areas for development in the SIP and shows that leaders know their school well and are aware of the aspects that need improvement.</p>
8/26	<p>Staff Governor Update</p> <p>Nothing to report</p> <p>Staff are happy and have returned to work after the Christmas break ready for the Spring term.</p>
9/26	<p>Lead Governor Reports</p> <p>i. Leadership and Management inc. IT Systems, GDPR and cyber security - no report this time</p> <p>Cyber security is being discussed with MC ready for next meeting</p> <p>ii. Communication</p> <ul style="list-style-type: none"> ● Media- Birthday celebrations are going well, governors are encouraged to attend the Victorian Day and to join in with dressing up. ● ACTION Governors who may attend the 10 February to be shared with EW ● Marketing - no report this time <p>iii. Development and Training</p>

Tuesday 3 February 6pm - whole governing body training. Governors were asked to complete the pre-training questionnaire. The training materials available on the Governor Services website.

ACTION - all govs to complete the form before the training and bring completed version to the training on 3rd February.

DJ reported on meeting with MH in December to audit the Performance Management system and looked at anonymised performance management documents. DJ reported that this was a very rigorous process, this was completed prior to the pay committee and fed into the pay committee decisions

TL arrived at 7:20pm

iv. Curriculum - the report covers all the areas of monitoring for DJ. DJ has attended progress meetings. All is on track for the areas for development on the SIP, INSET training linked well to SIP and with previous training.

v. Behaviour - DJ - no specific report this time but reported as strong

vi. Premises and Health & Safety - no report this time

ACTION - Governors asked to cover H&S in CH absence

vii. Ethos - no report this time

viii. Pupil Premium and SEND - covered in DJ report

Through Insight data leaders are able to track specific children and examine the whole cohort.

Governor Question - What is task design and give an example of a good one?

This relates to activities for children that link to key learning objectives and content. Tasks need to be well matched to ability and objectives. Task design is based on teacher assessment and what children need to go further in their learning. This is an expert skill for teachers to develop. This was the only development point on the previous Ofsted report.

ix. Pupil Progress - covered under curriculum

ACTION - DL to move DJ areas of monitoring together on the next agenda

x. EYFS - AT reported following a visit at the end of Dec looking specifically at task design and ambitious and inclusive curriculum. The cohort generally lacks independence but have settled well. Speech and language concerns are reported as high. There is good engagement from parents. The EYFS leader is confident that the cohort will make good progress.

Governor Question - Have you had to make any changes regarding the EYFS updates and what is the impact in school?

Many of the key changes were around being supervised whilst eating with an increase in first aiders required, all schools must have paediatric trained staff. This has had an impact on breaktimes and lunchtimes.

The key message on the national news is that children are not prepared for YR entry including toilet training and self care

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xi. Safeguarding - no specific report at this meeting but all governor monitoring reports include a section on safeguarding. A serious case review is scheduled for 11th February with EW and DJ meeting with DSL and DDSL

xii. Finance & Sports Premium Update - JC raised various questions with MC including training budget overspend but there is no more expenditure to come. Water and sewage has an overspend due to a water leak, this has been solved but the school is still paying for the overuse.

JC happy that the budget is on track

xiii. Mental Health and Wellbeing

The visit in December used an 8 point mental health approach to guide conversations with staff. A strong and well embedded whole school approach is reported.

The Nativity performances were fantastic and a testament to MM music and drama influence, both performances were very well attended and fully inclusive.

Governor Question - Provision is clear and responsive. How are leaders ensuring the provision is strategic rather than reactive?

Staff well trained to observe a need before it escalates. Parental engagement is a key factor in mental health provision. A course has been promoted with parents, it is open to all but key families are targeted.

The Christmas Service showcased many school strengths and children took genuine pride in their performance. Behaviour and inclusion was very strong and children were well supported to succeed.

Governor Question - How is the Christian ethos supporting mental health?

Collective worship themes link to hope and the issues children are struggling with. TW reported a direct link between wellbeing and faith.

Governor Question - Is there a link between poor mental health and poor attendance?

Yes, definitely and not just the child but the parent.

xiv. Sustainability - no report this time.

<p>10/26</p>	<p>Chair of Governor's Report The monitoring schedule has been updated with details of all the monitoring visits in the autumn term and governors are encouraged to continue with regular visits and monitoring to complete the schedule during the spring and summer terms</p> <p>DfE guidance on parental complaints will be shared at the February meeting.</p> <p>There are currently two vacancies for Foundation governors. These vacancies will need to be advertised ACTION EW to advertise for governor vacancies</p> <p>The parental complaint regarding parking cannot be taken any further due to lack of evidence.</p> <p>TW asked to join the HT Performance Review committee ACTION - Dates to be shared with TW by EW</p>
<p>11/26</p>	<p>Policy Reviews Dignity at Work Policy (adopted from the MOPP) with no updates, Prevent Strategy (with no updates), Disciplinary Policy (taken from the MOPP) no updates. Attendance Policy (no updates).</p> <p>All policies agreed and ratified</p>
<p>12/26</p>	<p>Any Other Notified Business The date of the next meeting was confirmed as 26 February</p> <p>Not listed as AONB but a Governor Questioned how the theory of evolution matched with the Christian ethos? MH answered that there is a whole unit to teach Creation Science looking at the links between different beliefs around creation and scientific principles.</p>
<p>13/26</p>	<p>Impact Statement The following was recorded as the Impact Statement of this meeting as these will have a positive impact to support pupils to flourish:</p> <p>Applications for Sept 26 are looking hopeful Attendance is a concern but leaders are aware and are being proactive Extra curricular activities that have occurred and are planned are positively contributing to child mental health and learning. Looked at IDSR and highlighted the areas for development which match se on the SIP.</p>

Meeting closed at 8:30pm

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

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245/25	AT to meet with ECTs, page 5 of monitoring plan.	AT	Feb Meeting
256/25	MH to present findings from Ofsted preparation training to governors following the course - July meeting	MH	July meeting
258/25	JP has written a press release and will share this with EW.	JP/EW	In progress
258/25	CH to ask her sister about a banner for the birthday celebrations in the centre of Romsey	CH	Ongoing
5/26	JP to write instructions for Parentmail	JP	
7/26	MH to investigate RHE grant funding	MH	
7/26	Governors to support with refreshments for parents evening	All govts	
7/26	Governors to support with mock SATs	All govts	
7/26	MH to discuss with MC regarding ScoPay meal payment	MH	
7/26	EW to ask MC for clearer guidance on which week the menu is on	EW	
9/26	Governors who may attend the 10 February to be shared with EW	All govts	
9/26	Complete the pre-training form before 3 Feb	All govts	
9/26	Governors asked to cover H&S in CH absence and let EW know	All govts	

9/26	DL to move DJ areas of monitoring together on the next agenda	DL	
10/26	Dates of HT performance review to be shared with TW	EW	
10/26	EW to advertise for governor vacancies	EW	

Acronym Buster

It is recognised that the education system uses a vast number of acronyms and for ease of minuting these are used throughout:

AI - Artificial Intelligence
 BEM - British Empire Medal
 CAMHS - Child and Adolescent Mental Health Service
 CARE – Care and Resilience Education
 CofG - Chair of Governors
 CP - Child Protection
 CPD - Continuing Professional Development
 CPOMS - Child Protection Online Management System
 DBS - Disclosure and Barring Service
 DfE - Department for Education
 DHT - Deputy Headteacher
 ECT - Early Career Teacher
 EHCP - Education Health Care Plan
 ELSA - Emotional Literacy Support Assistant
 EYFS - Early Years Foundation Stage
 FFT - Fischer Family Trust
 FSM - Free School Meals
 HCC - Hampshire County Council
 HC3S - Hampshire Catering Services now known as Education Catering
 HIAS - Hampshire Improvement and Advisory Service.
 HISP - Hampshire, Isle of Wight, Southampton, Portsmouth
 HT - Headteacher
 IDSR - Inspection Data Summary Report
 INSET - In-Service Education and Training
 IT - Information Technology
 KCSIE - Keeping Children Safe in Education
 LGB - Local Governing Body
 LLP - Leading Learning Partner
 MHST - Mental Health Support Team
 MOPP - Manual of Personnel Practice
 MOT - Ministry of Transport
 MM - Marion Maxey
 NA - National Average
 OFSTED - Office for Standards in Education
 PA - Persistent Absentee
 PAPAAYA - Parents Against Phone Addiction in Young Adolescents
 PCC - Parochial Church Council

PDF - Portable Document Format
PE - Physical Education
PP - Pupil Premium
PTA - Parent Teacher Association
RAPS - Romsey Abbey Primary School
RE - Religious Education
RHE - Relationships and Health Education
RSE - Relationships and Sex Education
SATs - Statutory Assessment Tests
SBM - School Business Manager
SEND - Special Educational Needs and Disabilities
SENCo - Special Educational Needs Co-ordinator
SGO - Sports Games Organiser
SIP - School Improvement Plan
SLT - Senior Leadership Team