



**Romsey Abbey CofE Primary School
Full Governing Body**

Held in the Music Room on Thursday 4 December 2025 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 arrived at 6:30pm
Jack Pearce (JP)	Foundation Governor
Rev Thomas Wharton (TW)	Foundation Governor (ex officio)
Betony Bayliss (BB)	LA Governor
Crystal Holloway (CH)	Parent Governor
Ann Turtle (AT)	Foundation Governor
Tom Langford (TL)	Co-opted Governor Deputy Headteacher

Also present:

Debbie Lailey (DL)	Clerk
Sandra Andrews (SA)	Potential Governor

Apologies

Michelle Close (MC)	Co-opted Governor School Business Manager
Robert Pears (RP)	Foundation Governor

Questions of challenge from Governors in green

		ACTIONS
250/25	Welcome, Prayer and Apologies Welcome was given by EW and a prayer was said by TW Welcome was given to SA as an observer of the meeting as a potential new governor	
251/25	Notification of Any Other Business None	
252/25	Declaration of Pecuniary Interests None	

253/25	Endorsement of Minutes of the last meeting - Thursday 6 November 2025 The minutes of Thursday 6 November 2025 were agreed as an accurate record of the meeting.			
254/25	Matters Arising from the minutes not covered elsewhere on the agenda Overview of Actions			
Action linked to 204/25ix	Action TL parentmail leaflet for parents	Who TL	Completed DL - Clarification for TL what this refers to	
216/25 xi	Investigate the Abbey hardship fund for new reading books	MH	The hardship fund claim has been agreed.	
230/25	DJ and CH to undertake a monitoring visit over lunchtime	DJ CH	Complete	
231/25	All governors were invited to attend parents evening to help with refreshments and offer support to parents and teachers. 12 and 20 November	All gov's	Thanks to DJ, JC and EW for attending	
238/25	Share slide presentation with gov's	DL	Complete	
240/25	Send the letter to the bank explaining removal of signatories	EW	Ongoing	
245/25	Pursue Google access incident with TL Draft questionnaire and share with EW and parent governors EW & RP to chat about continuing as a governor EW in contact with a potential new governor AT or JA - to meet with ECTs, page 5 of monitoring plan. MH to colour code Inclusion comments when reading reports. EW to get update on fixing the pre-school gate CH to complete lunchtime visit BB to complete a visit or online update BB to attend 3/12 speech comp	EW JP EW & RP EW AT or JA MH EW CH CH BB BB	Ongoing Complete but needs amendment RP to continue for one more year Chase PCC for form Complete Beginning of next term. JA now left FGB Ongoing Complete and gate fixed Site is safe Complete Booked in	

		JP to include wellbeing question on screen use questionnaire JC to visit for sustainability EW to chat to MC regarding solar panels	JP JC EW	As above Booked in Waiting on diocese	
	246/25	EW send DL email from DfE to share with governors	EW, DL	Complete 10/11	
	247/25	MC to update policy	MC	Amended and updated	
	249/25	KS to thank JG	KS	Complete	
255/25	Clerk's Update Nothing to report				
256/25	<p>Headteacher's Update - verbal</p> <p>Governors had produced a number of reports that cover a lot of what would be included in the HT report.</p> <p>Tours for new starters are still continuing although numbers for next year look lower than this year.</p> <p><u>Attendance</u> Illnesses are hitting early across the country this year, attendance figures for RAPS are just above NA but there are lots of absences. Governor Question - Do most children take up the flu inoculation? This is administered by the Inoculation team so we don't have exact numbers but around 80-85% were given the immunisation with some having it at their own surgery. There is every chance that the immunisation has affected lower attendance this week as it is a live vaccine.</p> <p>Year R attendance is very good with FSM in Year R 4% above NA.</p> <p><u>Staff Absence</u> MH thanked staff as they had covered for those staff who have been absent this week. It was recognised that staff absences has an impact on the whole school.</p> <p><u>Curriculum</u> A Teaching & Learning monitoring and learning walk happened this week alongside a headteacher of a diocese school. They found the following: Maths - high engagement and skill level high. Writing - high awe and purpose - skill needs more consistency some Inset day training will cover this. Y6 interventions - boost confidence and expertise</p>				

Sports tournaments

There has been high engagement in sports tournaments organised by SGO, these are usually held at Mountbatten School and Romsey School. 106 children have been involved from a variety of year groups, backgrounds and skill levels.

KS arrived at 6:30pm

Governors thanked staff for the efforts of sports involvement.

Governor Question - Are the sports events government funded?

Yes we subscribe through the Sports Premium funding, they cover the cost of transport too.

Trips

Y4 - Theatre trip to see The Lion, the Witch and the Wardrobe.

YR - Theatre trip to see Stick Man

Y1 - Milestones Museum upcoming visit

Every class have visited Romsey Library over the last few weeks.

Governor Question - Is there a way of knowing who is signed up to the library and those that might not have access to books at home?

It was felt this was not data school were able to track

CPD

Internal moderation of writing

Two ECTs team teach training - deescalation techniques and physical interventions. It was recognised how important this training is with the majority of staff having training.

A staff meeting was delivered by the MHST team on trauma response.

The oracy leader went to observe good practice at another school.

MH has started a course on the Ofsted framework with 5 planned sessions.

ACTION - MH to present findings to governors following the course - July meeting

Staffing

A member of staff is returning from maternity leave to Y1, TL will have more leadership time opportunities to make rapid progress on the SIP.

Staff appraisals have been completed with an intentional focus on wellbeing.

TL has taken on the appraisals for support staff and reported all very positive.

Pupil Wellbeing

There have been 15 referrals to MHST with positive support for both the child and parents, this only happens if the family are not involved with other agencies such as CAMHS.

There is currently a Y5 CARE workshop being run focusing on building resilience.

	<p><u>Personal development</u> The choir sang in the Abbey Christmas Fair and the Stroke Club. Anti bullying week became a half term of work with links to the oracy competition.</p> <p><u>Safeguarding</u> Six children are on CP plans.</p> <p><u>Catering</u> The school made the switch to Gateway Central Services as the catering provider at the start of autumn 2 following the closure of HC3S. There has been a good response and an increased number of options for children. Staff meals are also being offered at discounted prices. The food is cooked on the premises and the Catering Manager, Kev Hollman has trained the existing staff. Parents have reported they like the wider options available.</p> <p><u>Ofsted</u> The IDSR has been added to the document folder, this is the dashboard that Ofsted will use before they visit, it provides a more detailed overview of the school context and data. ACTION - MH to provide more information on this at January meeting</p>	
257/25	<p>Staff Governor Update Nothing to report</p>	
258/25	<p>Lead Governor Reports</p> <p>i. Leadership and Management AT is taking this on, the purpose of the visit was to find out skills of leadership and how the impact of leadership would be assessed and managed with the SIP priorities in mind. Governors were able to discuss leadership methods and vision and relationships with other schools. The SBM holds senior leaders to account. Subject leaders are empowered to act change and feed into SIP. Governor Question - Regarding the focus on a cohesive leadership culture, what is the evidence it is working? Everything is SIP related, so everything triangulates. A follow up visit will focus on ECTs and subject managers.</p> <p>ii. Communication</p> <ul style="list-style-type: none"> ● Media - the questionnaire is in progress. The plans for celebrations for the 175 Anniversary of the Foundation of the school are in hand and will include a Victorian Day, past staff and pupils will be invited. ACTION JP has written a press release and will share this with EW. A banner in the town centre is requested - ACTION CH to ask her sister re banner at the Town Hall. ACTION JP to talk to Angelina New to develop a cohesive event. 	<p>ACTION - JP/EW CH</p>

- **Marketing-** banner remains up at the Sports Centre roundabout. Tours still in progress so “word of mouth” publicity on going.

iii. **Development and Training** - Tuesday 3 March at 6pm

An evening training event with Governor Services is to be held on Tuesday 3 February at 6pm

Governors were encouraged to complete additional online training through Governor Services

iv. **Curriculum** -

DJ referred to the report on recent learning walk . This highlighted that TAs were well utilised. Children are familiar with being observed and calm behaviour was seen. The key strengths were Early Years and Early Reading.

Governor Question - how is feedback delivered to teachers following a learning walk?

Verbal feedback is given quickly if need be and the overall findings are shared with staff at a staff meeting with actions linked to training, then checks and evaluations following the training.

iv. **Behaviour and H&S visit combined**

DJ and CH referred to recent report on lunchtime visit, the site was in a good condition and secure. Pupils were engaged and calm showing respectful behaviour and the core values repeatedly demonstrated. The split lunchtime was observed, and the playground was calm and procedures were effective and safe.

There was reduced staffing on the day of the visit due to staff absence but all the children were safe, and children were well informed of the rules and where the main first aider was.

The visiting governors looked specifically at blind spots for staff supervision. MH reported that staff are well aware of the children that need extra supervision and judge their supervision on where these children are rather than the area of the playground.

Governor Question - Is the toilet area supervised during lunch?

The majority of time it is supervised by the first aider who is stationed just outside the toilet area.

Governor Question - It was reported an area of the playground had not been gritted/salted. Is this usual?

On this occasion it was well managed but for more significant weather conditions then the whole area will be salted.

i. **Ethos** -

TW completed an ethos visit and spoke to children about antibullying week. Collective worship is reported as a daily act with clear links with the school vision. There is evidence of the whole school vision running through everything the school does.

ii. Pupil Premium and SEND - Pupil Progress –

DJ attended the pupil progress meetings for internal data analysis and was impressed with staff knowledge and preparations and the open discussions. Senior Leaders looked in detail at PP children in the data analysis and identified Y5/6 PP girls as a group to flag. In the next meeting they will look further to other target groups.

Leaders are using data from Insight as it is easy and efficient.

Governor Question - Is this software new?

No, but it is growing as a tool, staff have been using it for two years or so. It is a paid for software.

The SENCO wrote all the learning plans with good modelling of target setting and good use of expertise.

Governor Question - Is there a timeplan target for when children are raised as issues and then on learning plans?

Yes, on a watchlist first, see SEND report for clear timeline. No set timeframes but dependant on the need and provision.

The Orchard provision was noted as a successful “home environment” for children who require more support with speech and language.

Governor Question - How do you measure the effectiveness of this setting?

Through the learning plans and the significant progress from the starting point. It is more difficult for governors to monitor this as the children are high-need and require consistency, visitors can be unsettling for them.

Governor Question - Is mainstream school the right place for these pupils?

This is to bridge the gap as there are not the spaces in SEN schools. This is an effective way of using our resources and gives evidence for applications to SEN settings. It has shown an improvement in classroom engagement in the afternoon when students return to their classrooms.

Governor Question - Is there flexibility for others to join?

Yes, as learning plans are reviewed we will make the best decisions for the individuals, one child attends just for maths.

iv. EYFS -

Planned visit on 16 Dec

v. Safeguarding -

DJ has reviewed the categories of need on CPOMS and observed rigorous monitoring linked to safeguarding. The SBM was interviewed for safer recruitment.

All governors were reminded that safeguarding is every governors responsibility, if you see anything when you are on site discuss it with the Headteacher as DSL or with the deputy DSLs if Headteacher is unavailable.

Governor Question - What is having the most impact on your improved lunchtime provision?

The individualised lunch club, den making, SLT support for lunchtime staff and the range of areas and activities. Year 6 outside on their own is valuable.

	<p>Governor Question - When you ask for DBS volunteers for visits, are there additional checks? Volunteers have the same safer recruitment processes as staff appointments. Candidates complete an application form and have references taken, we must be assured they are the right volunteers. An action in progress with school is to make volunteer badges.</p> <p>vi. Finance & Sports Premium - JC reported an adjusted budget, she is still battling with the Excel sheets. The budget is on track.</p> <p>Governor Question - What is the differential between the cost of a school trip and the donations received? Any shortfall comes from PP funding but leaders are also looking at the possibility of local businesses supporting with funding.</p> <p>vii. Mental Health and Wellbeing - No report this time</p> <p>xiii. Sustainability No report this time</p> <p>Pay Committee The pay committee was held this evening, MH presented results of performance management of staff and any entitlements for staff pay increases. Confidential minutes. The recommendations from the HT performance review Committee were also presented to the Pay Committee this evening. We require a governor to join the Pay committee meeting Nov and Dec 2026 prior to LGB. ACTION - All govs to consider joining the committee if eligible- please discuss with Chair</p>	<p>All eligible governors to consider joining the pay committee</p>
<p>259/25</p>	<p>Chair of Governor's Report Governors are Invited to the Christmas Abbey Service 18th December at 2pm Governors were invited to the KS1 Nativity plays. EW reported that the KS1 performance was excellent. TAs supported some SEN pupils to ensure that the performance was fully inclusive.</p> <p>Parents are being encouraged to email the CofG regarding issues with parking at drop off and pick up times. There have been no responses to date. To take this further, the school would need concrete proof that 30% of parents have been fined for parking (quoted by a parent)</p> <p>EW attended the chairs seminar online - brief summary given but no action required.</p>	

	Governor monitoring schedule discussed - progress has been very good this term. ACTION EW will update the plan in time for the next meeting. Report regarding the oracy competition next meeting	ACTION EW
260/25	Policy Reviews SEND policy -agreed and ratified SEND report - agreed and ratified - needs to be published by 31 Dec Bereavement Policy - for info only Dogs on Site - for info only	
261/25	Any Other Notified Business The date of the next meeting was confirmed as 22 January 2026	
262/25	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: Governor visits have triangulated with the SIP Good questions from governors Discussions have reflected the school values Admissions Schools involvement in local events and local visits Inclusion through reports Questions show challenging the impact of leadership Thanks were given to governors and SA as a potential governor.	

Meeting closed at 8:30pm

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

Action linked to	Action	Who	Completed
240/25	Send the letter to the bank explaining removal of signatories	EW	
245/25	Draft questionnaire and share with EW and parent governors	JP, EW	
245/25	AT to meet with ECTs, page 5 of monitoring plan.	AT	
256/25	MH to present findings from Ofsted preparation training to governors following the course - July meeting	MH	

256/25	MH to provide more information on the IDSR at the January meeting	MH	
258/25	JP has written a press release and will share this with EW.	JP/EW	
258/25	CH to ask her sister about a banner for the birthday celebrations in the centre of Romsey	CH	
258/25	JP to talk to Angelina New to develop a cohesive event for the birthday celebrations	JP	
258/25	All govs to consider joining the Pay committee if eligible	All govs	
259/25	EW to update governance monitoring plan	EW	

Acronym Buster

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

- AI - Artificial Intelligence
- CAMHS - Child and Adolescent Mental Health Service
- CARE – Care and Resilience Education
- CofG - Chair of Governors
- CP - Child Protection
- CPOMS - Child Protection Online Management System
- DBS - Disclosure and Barring Service
- DfE - Department for Education
- ECT - Early Career Teacher
- EHCP - Education Health Care Plan
- FFT - Fischer Family Trust
- FSM - Free School Meals
- HCC - Hampshire County Council
- HC3S - Hampshire Catering Services now known as Education Catering
- HISP - Hampshire, Isle of Wight, Southampton, Portsmouth
- IDSR - Inspection Data Summary Report
- INSET - In-Service Education and Training
- IT - Information Technology
- KCSIE - Keeping Children Safe in Education
- LGB - Local Governing Body
- MHST - Mental Health Support Team
- MOT - Ministry of Transport
- NA - National Average
- OFSTED - Office for Standards in Education
- PA - Persistent Absentee
- PAPAYA - Parents Against Phone Addiction in Young Adolescents
- PCC - Parochial Church Council
- PDF - Portable Document Format
- PE - Physical Education

PP - Pupil Premium
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