



**Romsey Abbey C of E Primary School
Full Governing Body
Held in the Music Room on Thursday 6 November 2025 at 6pm**

Present:

Liz Wagner (EW)	Chair of Governors: Foundation Governor
Dawn James (DJ)	Vice Chair of Governors: Foundation Governor
Mark Harris (MH)	Headteacher(ex officio)
Kathryn Sessions (KS)	Staff Governor - arrived at 6:40pm
James Ablitt (JA)	Foundation Governor
Jack Pearce (JP)	Foundation Governor
Rev Thomas Wharton (TW)	Foundation Governor (ex officio)
Ann Turtle (AT)	Foundation Governor
Robert Pears (RP)	Foundation Governor - arrived at 6:15pm
Betony Bayliss (BB)	LA Governor - arrived at 6:10pm
Crystal Holloway (CH)	Parent Governor
Jo Chamberlain (JC)	Parent Governor
Michelle Close (MC)	School Business Manager
Debbie Lailey (DL)	Clerk

The meeting was declared as quorate and opened at 6:00pm

Questions of challenge from Governors in green

		ACTIONS
235/25	Welcome, Prayer and Apologies Apologies received and accepted from Tom Langford TW opened in pray and read Col 3:12 “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.”	
236/25	Notification of Any Other Business None requested	
237/25	Declaration of Pecuniary Interests Nothing in addition to those previously declared	
238/25	Presentation regarding oracy in school by Jessica Goodman JG gave an overview of how oracy is being developed across the school. The slides and links will be shared with governors. BB arrived at 6:10pm	ACTION - DL - share slide presentation with gobs

RP arrived at 6:15pm
Governors thanked JG for her commitment and time to this aspect of the school curriculum.

Governor Question - Where did the oracy audit come from and will it be repeated at another time?

It was shared at an Early Years briefing and yes it will be repeated.

Governor Question - Is this Think and Talk approach confidence building for children who are neurodivergent or dyslexic?

Yes, it is a moment of fun, accessible to all children with progression across the year groups to ensure challenge.

Governors praised JG for the use of her philosophy degree to benefit the school curriculum.

Governors encouraged staff to share this presentation with parents.

239/25 Endorsement of Minutes of the last meeting - 25 September 2025

Minutes accepted as a true and accurate record of the meeting

Correction - Not Pay review but HT Performance Review

Correction - Not Approver but signatory

240/25 Matters Arising from the minutes not covered elsewhere on the agenda

Overview of actions

Action linked to	Action	Who	Completed
224/25 c	JA to contact AT to arrange joint visit before November	JA	Actioned. JA has contacted AT
224/25 e	DL to add to agenda for 26th March 2026 FGB meeting	DL	Complete
224/25	EW to approach TW for position on HT Performance Review Committee.	EW	Complete - TW cannot do it but AT will
224/25	DL to change date on TOR	DL	Complete
225/25	DL to make amendments and resend for EW to sign	DL	Complete
204/25	TW did not complete an ethos visit, needs to be before the end of term EW to chat to TW regarding expectation for a visit	TW EW	Visit arranged by MH
204/25ix	TL parentmail leaflet for parents	TL	Ongoing
204/25x	DJ - meeting CH for governor training - defer this to Sept	DJ CH	Complete

ACTION: EW to send the letter to the bank.

216/25 vi	EW to check AD is not a signatory at the bank	EW	Actioned with letter voted for and witnessed by governors
216/25 ix	EW to action press release for Harvest Service	EW	Complete
216/25 xi	Investigate the Abbey hardship fund for new reading books	MH	Ongoing
227/25	All governors to check they have a school photo on the welcome board in the school entrance	All gov's	Complete
228/25	MH to ask JG if she would be able to lead some short training for governors on oracy	MH	Complete. JG attending next FGB
228/25	EW to write this press release	EW	Complete
230/25	KS asked to pass thanks to JL and JG	KS	Complete
230/25	EW to complete safeguarding audit online and produce targets before Sept 30th	EW	Complete. This was actioned on 29 th September
230/25	JC to meet with MC to gain a deeper understanding of the school's financial processes.	JC MC	Complete
230/25	EW to provide information of company The Abbey use for fire safety	EW	Complete
230/25	All governors please complete training and confirm you have read KCSIE Part 1 Must be completed ASAP Deadline - October 3rd DL to send reminder DJ to issue guidance on how to access the training	All gov's DL DJ	Instructions sent 26/09 Reminder sent 14/10
230/25	DJ and CH to undertake a monitoring visit over lunchtime	DJ CH	Ongoing
230/25	EW to send H&S report it to MH for checking	EW	Complete
231/25	RP to give possible dates to EW week beg 6 Oct. RP and EW to complete evaluation before Nov meeting	RP EW	Ongoing
231/25	EW - to upload the latest schedule to show new criteria headings	EW	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	Ongoing
232/25	MC to change the title to Appraisal Policy	MC	Complete

	232/25	MC and EW to investigate if any adjustment needed in capability and appraisal policy	MC EW	Complete		
	232/25	MC to organise consultation of the Admissions 27/28 policy	MC	Actioned – consultation issued 23/10/25 HCC have come back with some amendments for displaced children An update will be sent on Monday. Governors agreed that we will follow the HCC guidance and MC will inform the diocese		
	<p>EW read the letter that will be sent to the bank to remove the historic signatories from the governor account. EW proposed and DJ seconded, all governors voted unanimously Letter signed and MC witnessed The plan is to move to a two signatory account. Governor Question - Why do we as a governing body have an account? The DfE capital spend money goes into this account rather than directly to the school. ACTION: EW to send the letter to the bank.</p>					
241/25	<p>Budget Revision MC explained a few changes to codings in the budget. HCC have reviewed the budget and based on our admission numbers they are recommending increasing the number of pupils in the budget for Year R from 28 to 30 as numbers are consistently full each year.</p> <p>Staffing costs are high, we need to make sure we are not spending more than 80% of the full budget on staffing. Governors were encouraged to monitor staffing costs.</p> <p>Governors voted unanimously and EW signed off the three year accounts</p> <p>As a result of the audit from HCC there are no changes we need to make.</p> <p>Governors thanked MC for all her hard work.</p>					
242/25	<p>Clerk's Update d.hailey@romseyabbey.hants.sch.uk no longer works for contact with DL please use clerkto.governors@romseyabbey.hants.sch.uk</p>					
243/25	<p>Headteacher's Update - written The headteacher presented the written report to governors and highlighted the following areas for particular consideration and celebration:</p>					

Projected admissions for September 2026 are positive with a good number joining from Forest Footsteps. Tours continue this term until the closing date on 15 January

Governor Question - Do we know how many siblings we may gain?

No, we don't have this information yet but it will be less than this year

Governor Question - Has the Y3 class always been small?

Yes, but there has been some movement recently.

Attendance - 0.6% above National figures

EHCP attendance is significantly above NA

SEN register is significantly above NA

FSM is significantly above for YR and Y1

The target is to reduce PA with a particular focus on Y3 and Y4

Governor Question - What are the reasons behind the PA in Y3 and 4?

Percentage attendance is difficult to judge this early in the year so not an entirely accurate picture, a holiday in term time can significantly impact attendance percentages. There are some longer term medical issues, some holidays but there are success stories within these with some children showing significant improvement from last year.

School will continue to narrow the gap between FSM and non-FSM in terms of attendance.

Four penalty notices issued in autumn term but not linked to the two week half term for the Romsey School. There was lower attendance the week before our half term potentially due to the secondaries having two weeks off.

Local Authority inspection in October, the draft report has been sent through. It was a very positive inspection and review day with some small targets to work on. The meeting and inspection was very positive, however the report doesn't include all the positive feedback given during the inspection but rather intentionally focuses on actions for schools to work on. The targets are things we are working on and are in the SIP.

The governors and SLT have access to this. MH has shared the feedback with staff but not the report itself.

MH has challenged some of the wording to correct some factual inaccuracies around data and to reflect the positive verbal feedback

YR baseline assessments are complete but there is no cohort data to share, this will show at the end of the year in % of children achieving GLD (Good Level of Development). But they are a strong cohort and have very good parental engagement.

The SATs data shared shows we are performing above Hampshire results and National averages in Reading, Writing and Maths and in line for combined statistics. Attainment for FSM is above National and Hampshire and is a success.

MH

Trips and visits from Autumn 1. The Osmington Bay residential was very successful and we have signed up for next year. Abbey sleepover for Y5 was excellent and thanks are passed to The Abbey for hosting us. EW gave feedback on the positive trip to Hilliers in October, Abbey Sleep-Over and Harvest Festival
A visit from local dignitaries was well received with a good write up in the local newspaper.

The INSET day training was successful with two webinars from Voice21 completed by staff.

Staffing - a new TA joined this half term and a new admin assistant started just before half term and has been able to have a time of handover.

ELSA training - two TAs are taking the training as the need for support is increasing.

Governor Question - Why is the need increasing?

An increasing number of pupils needing emotional and mental health support and this is in line with experience in other schools both locally and nationally. Governors encouraged to read The Anxious Generation by Jonathan Haidt <https://amzn.eu/d/e1EjpsO> Not all anxiety is due to Covid.

Staff wellbeing and absence - only one day of teacher absence since the beginning of term, this is very good. TA absence is higher but there are more TAs.

A Behaviour role model trophy was introduced as a whole class reward. The best representatives of the school with a collective effort.

Also an Attendance trophy to raise the profile of attendance.

Governor Question - How do classes cope when there is a PA child in the class?

In some circumstances we might discount that attendance but it is a collective approach and may encourage friends to attend regularly by having that accountability.

Governor Question - What is the unconfirmed bullying issue raised?

Staff could not go into detail but this was confirmed as early intervention and raising the profile with a new teacher of previous relationship issues

Governor Question - Is the incident of discriminatory language only in the older years?

These are only KS2 but it is not always the case. Sometimes language is used but not understood but the response in school is robust and thorough to ensure it doesn't happen again. It is logged and addressed. It would be more of a worry if there was none logged as we might not be picking up on incidents.

	<p>Leaders were encouraged that the Hampshire Safeguarding lead response to the change in toilet layout was very positive and that they were better than previous.</p> <p>Governors were really pleased to see the approach to dens and sticks, and the ability to use the outdoor space well.</p> <p>Governor Question - What is CFR? Consistent Financial Reporting</p> <p>Governors queried the <u>accidents</u> relating to the playground equipment and what had been the response from parents of the children involved. Parents were cautious about it being used again but the climbing frame has been risk assessed. They were not slips but bad landings. Teaching of safe landings will occur and tight assessment of the equipment following wet weather will continue.</p>	
<p>244/25</p>	<p>Staff Governor Update Positive training on INSET day Residential was brilliant and the feedback from PGL staff was wonderful. It was very busy with other schools but Y6 were great ambassadors for RAPS.</p>	
<p>245/25</p>	<p>Lead Governor Reports</p> <p>i. Leadership and Management inc IT- JA and EW meeting Fri 7 Nov for handover IT - there have been significant changes in IT over recent years with two factor authentication ready for full staff roll out. Staff have access to AI tools and are recommended to use Gemini. Some upgrades to hardware and software. Filtering and monitoring continues and any incidents are dealt with by the class teacher or IT leader. A recent incident was noted with external access to a Google account. ACTION - EW to pursue with TL</p> <p>ii. Communication</p> <ul style="list-style-type: none"> ● Media - JP meeting with AN regarding the 175th anniversary (7 February 2026) ● Parent survey regarding screen use - JP to draft a survey for parents regarding screen use at home and school <p>ACTION - JP to draft and share with EW and parent governors</p> <ul style="list-style-type: none"> ● Marketing- all preschools and some local businesses had admission leaflets about open days and the banner is up at the football ground <p>iii. Development and Training - no updates but thanks for those who have completed safeguarding training RP - coming to the end of term of office. ACTION - EW & RP to chat about continuing as a governor ACTION - EW in contact with a potential new governor</p>	<p>ACTION - EW to pursue access incident with TL</p> <p>JP to draft questionnaire and share with EW and parent governors</p> <p>ACTION - EW & RP to chat about continuing as a governor</p>

	<p>iv. Curriculum - Governor Question - How are you pushing greater depth in subjects across the curriculum? Subject leaders are monitoring and sharing good practice</p> <p>Governor Question - How are the ECTs being supported for the teaching of Maths, English and Phonics? Through signposting to subject leaders, pupil progress meetings, mentors and ECT supporters. Also problem solving with others with a culture of coaching and observing others. ACTION - AT or JA - to meet with ECTs, page 5 of monitoring plan.</p> <p>Governor Question - How are ECTs encouraged to stay on at the school? Are they guaranteed a job at the end of the 2 years? RAPS provides a good support programme, they are not guaranteed a job as it is a provisional process, the contracts are individual, some permanent and some temporary.</p> <p>It was noted that Inclusion was covered in all these reports - MH suggested colour coding inclusion comments in the reports. ACTION - MH to colour code Inclusion comments when reading reports (Blue font)</p> <p>v. Behaviour - covered in DJ reports</p> <p>vi. Premises and Health & Safety - a recent visit reported on at a previous meeting. The Pre-school gate was the biggest concern but the site manager was aware. Pre-school staff have been encouraged to ask visitors to watch the gate close behind them. ACTION - EW to get update on fixing the pre-school gate ACTION - CH to complete lunchtime visit</p> <p>vii. Ethos - visit at the end of the month - report next meeting</p> <p>viii. Pupil Premium and SEND - completed</p> <p>ix. Pupil Progress – completed today and report for next meeting</p> <p>x. EYFS - for next meeting</p> <p>xi. Safeguarding - nothing to report</p> <p>xii. Finance & Sports Premium - JC had a very useful meeting with MC about the financial processes but no written report. An email was sent to parents today regarding fundraising opportunities and looking for different people to run different events.</p>	<p>ACTION - EW in contact with a potential new governor</p> <p>ACTION - AT or JA - to meet with ECTs, page 5 of monitoring plan.</p> <p>ACTION - MH to colour code Inclusion comments when reading reports.</p> <p>ACTION - EW to get update on fixing the pre-school gate</p> <p>ACTION - CH to complete lunchtime visit</p>
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	<p>There has been no communication from the PTFA since the PTFA AGM at the end of September, nor have the minutes been shared as yet; hopefully MH will be able to give an update for next time. Any fundraising will be done as cashless and tokens issued and Sum Up machines used.</p> <p>7:50pm MC left the meeting</p> <p>xiii. Mental Health and Wellbeing - no written report, There is a strong correlation between wellbeing and gratitude, this was clearly shown through the Harvest Festival. Children were confident in speaking and singing out. An attitude of gratitude for what we have and for those who do not have so much, a solemn reflective moment was observed in the service.</p> <p>ACTION - BB to complete a visit or online update, and to attend the speech competition - Power for good, antibullying speaking competition - Wed 3 Dec 2:15pm</p> <p>Governor Question - Are there benefits to being a faith school that affect wellbeing? There is scientific evidence that faith affects wellbeing positively. Can a question be included in the screen use questionnaire regarding wellbeing and screen use. ACTION - JP to include question</p> <p>xiv. Sustainability - no report or meeting - ACTION - JC to visit Solar panels - awaiting on funding from the diocese ACTION - EW to ask MC</p>	<p>ACTION - BB to complete a visit or online update</p> <p>ACTION - BB to attend 3/12 speech comp</p> <p>ACTION - JP to include wellbeing question</p> <p>ACTION - JC to visit for sustainability</p> <p>ACTION - EW to chat to MC regarding solar panels</p>
<p>246/25</p>	<p>Chair of Governor's Report i. Strategic Plan EW questions taken to HT meeting ii. Updated Governor Monitoring Please follow new monitoring plan ACTION - EW send DL email from DfE to share with governors</p> <p>Pay Committee - JC to join, meet half an hour before the next meeting</p> <p>Governor Vacancies RP - governor role expires soon</p>	<p>ACTION - EW send DL email from DfE to share with governors</p>
<p>247/25</p>	<p>Policy Reviews Privacy Statement - accepted 06.11.2025</p>	<p>ACTION - MC to update policy</p>
<p>248/25</p>	<p>Any Other Notified Business</p>	

	<p>It was JA's last meeting, thanks were given for his role as a school governor and sharpness of questions, his impact and strategic support over his years as a governor.</p> <p>The date of the next meeting was confirmed as Thursday 4 December 2025</p>	
249/25	<p>Impact Statement</p> <p>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>Amazing presentation on oracy - thanks passed on to JG by KS Signed off three year budget Good attendance especially vulnerable groups Positive LLPR Progress for disadvantaged pupils ELSA increase Two factor being rolled out to staff Screen use questionnaire Potential fundraising opportunities in the future</p>	ACTION - KS to thank JG

Meeting closed at 8.30pm

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

Overview of Actions

Action linked to	Action	Who	Completed
204/25ix	TL parentmail leaflet for parents	TL	
216/25 xi	Investigate the Abbey hardship fund for new reading books	MH	
230/25	DJ and CH to undertake a monitoring visit over lunchtime	DJ CH	
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 gobs	

238/25	Share slide presentation with govs	DL	Complete
240/25	Send the letter to the bank explaining removal of signatories	EW	Complete
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 JP to include wellbeing question on screen use questionnaire JC to visit for sustainability EW to chat to MC regarding solar panels	EW JP EW & RP EW AT or JA MH EW CH BB BB JP JC EW	
246/25	EW send DL email from DfE to share with governors	EW, DL	Complete 10/11
247/25	MC to update policy	MC	
249/25	KS to thank JG	KS	Complete

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

AN - Angelina New (TA in charge of 175th birthday celebrations)

CARE – Care and Resilience Education

CFR - Consistent Financial Reporting

CP - Child Protection

CPOMS - Child Protection Online Management System

DfE - Department for Education

ECT - Early Career Teacher

EHCP - Education Health Care Plan

ELSA - Emotional Literacy Support Assistant

FFT - Fischer Family Trust

FSM - Free School Meals

HCC - Hampshire County Council

HISP - Hampshire, Isle of Wight, Southampton, Portsmouth
HT - Headteacher
INSET - In-Service Education and Training
IT - Information Technology
JG - Jess Goodman - Leader for oracy
KCSIE - Keeping Children Safe in Education
LA - Local authority
LLPR – Leadership and Learning Progress Review
MHST - Mental Health Support Team
MOT - Ministry of Transport
NA - National Average
OFSTED - Office for Standards in Education
PA - Persistent Absentee
PAN - Published Admission Number
PAPAYA - Parents Against Phone Addiction in Young Adolescents
PCC - Parish County Council
PDF - Portable Document Format
PE - Physical Education
PGL - Peter Gordon Lawrence (residential organisation)
PP - Pupil Premium
PTA - Parent Teacher Association
SATs - Statutory Assessment Tests
SEND - Special Educational Needs and Disabilities
SENCo - Special Educational Needs Co-ordinator
SIP - School Improvement Plan
SLT - Senior Leadership Team
TA - Teaching Assistant
TOR - Terms of Reference