



## Romsey Abbey CofE Primary School Full Governing Body

Held in the Music Room on Thursday 26 February 2026 at 6pm

### Governor Present:

Liz Wagner (EW)

Jo Chamberlain (JC)

Mark Harris (MH)

Kathryn Sessions (KS)

Rev Thomas Wharton (TW)

Betony Bayliss (BB)

Ann Turtle (AT)

Tom Langford (TL)

Michelle Close (MC)

Chair of Governors: Foundation Governor

Parent Governor

Headteacher(ex officio)

Staff Governor

Foundation Governor (ex officio)

LA Governor **Arrived at 6:05pm**

Foundation Governor

Co-opted Governor Deputy Headteacher **Arrived at 7:40pm**

Co-opted Governor School Business Manager **Left at**

**7:20pm**

### Also present:

Debbie Lailey (DL)

Clerk

### Apologies received:

Robert Pears (RP)

Foundation Governor

Dawn James (DJ)

Vice Chair of Governors: Foundation Governor

Crystal Holloway (CH)

Parent Governor

Jack Pearce (JP)

Foundation Governor

### Questions of challenge from Governors in green

The meeting was declared quorate and started at 6pm

<b>14/26</b>	<b>Welcome, Prayer and Apologies</b> TW opened in prayer Apologies received and accepted from RP, CH, DJ and JP Notification received from TL that he would be late
<b>15/26</b>	<b>Notification of Any Other Business</b> No notification of any other business
<b>16/26</b>	<b>Declaration of Pecuniary Interests</b> Nothing additional to that already declared and nothing relating to this agenda
<b>17/26</b>	<b>Endorsement of Minutes of the last meeting - Thursday 22 January 2026</b> The minutes of Thursday 22 January 2026 were agreed as a true and accurate record of the meeting. <b>ACTION</b> - DL to send minutes to MC for website and signing by EW

**18/26****Matters Arising from the minutes not covered elsewhere on the agenda**

## Overview of Actions

Action linked to	Action	Who	Completed
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	24 March meeting booked
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	JP to send to press
258/25	CH to ask her sister about a banner for the birthday celebrations in the centre of Romsey	CH	Complete
5/26	JP to write instructions for Parentmail	JP	Complete and high quality
7/26	<del>MH to investigate RHE grant funding</del>	<del>MH</del>	<del>Removed – MH to monitor</del>
7/26	Governors to support with refreshments for parents evening	All govs	12/19 March
7/26	Governors to support with mock SATs	All govs	Ongoing 17-19 March - EW & JC to support
7/26	MH to discuss with MC regarding ScoPay meal payment	MH	Complete
7/26	EW to ask MC for clearer guidance on which week the menu is on	EW	Complete
9/26	Governors who may attend the 10 February to be shared with EW	All govs	EW attended
9/26	Complete the pre-training form before 3 Feb	All govs	Complete

	9/26	Governors asked to cover H&S in CH absence and let EW know	All govs	EW to cover
	9/26	DL to move DJ areas of monitoring together on the next agenda	DL	Complete
	10/26	Dates of HT performance review to be shared with TW	EW	Complete
	10/26	EW to advertise for governor vacancies	EW	Ongoing
<b>ACTION</b> - Following the positive response to the 175th birthday banner, school to consider a community event for the birthday celebrations.				
<b>19/26</b>	<b>Clerk's Update</b> Nothing to report			
<b>20/26</b>	<b>Headteacher's Update - verbal</b> The Headteacher shared with governors several reports prior to the meeting. Some highlights were given as follows.  The attendance report was shared with governors. Attendance continues to be slightly below national averages but there has been a promising jump last week. A number of attendance letters have been sent before half term and conversations have been had with several families. The 175th birthday celebrations had a positive impact on attendance. There are more students with term time holidays in the next few weeks which will have a negative impact on figures. <b>Governor Question - Are there quite a wide range of families taking term time holidays?</b> Yes, and there are repeat offenders. There are significant consequences for those who take term time holidays such as fines leading to prosecutions.  The suspension data was discussed alongside reduced timetables.  Two staff members returned from long term illness absence. One staff member continues to be off with long term sickness.  The site manager is retiring at the end of July. Interviews have been held for a new site manager and subject to references and DBS an appointment has been made. There will be a period of handover during the summer term.  A student placement was terminated in conversation with Winchester University. A student from Southampton University will start on placement in March.  The 175th birthday celebrations and Victorian Day were very successful. All children were very well engaged. Other events including bakeoff, disco and ex-pupil/staff interviews and these were all very well received. Money was raised through these events and the school council has ideas on how to spend the money.  A summary of the Government White paper is in the document folder. It has an emphasis on schools being more inclusive and supporting staff to understand complex needs. RAPS have			

good support and provision for SEND but it is recognised that it will become harder for children to get an EHCP and that the school may be required to meet increasingly complex needs.

**Governor Question - Will this put more pressure on schools applying for an EHCP before secondary school?**

There is already pressure on this but all EHCPs will be reviewed at the end of primary years. It will become much harder for pupils to get an EHCP and this has not been well communicated through the White paper.

There has been training on ordinarily available provision by the educational psychologist with a focus on precision training. SEND training is already a focus for training for staff, it is a high priority in school.

Leaders are looking at calm spaces within school and how these spaces provide sensory breaks for students.

**Governor Question - On the White Paper there is a recommendation that all schools join or form a MAT. What are your thoughts about this?**

This will require further discussion, as a diocesan school any involvement with a MAT will need to clearly support a faith school.

Hampshire Inclusion team training was completed by the headteacher today. The slides will be shared with governors.

**ACTION** - Slides from the training to be added to the meeting folder - DL

A discussion on resourced provision took place and it was made clear that the speech and language base is not a resourced provision but an internal response to need.

Training with Team Teach on physical intervention has taken place ensuring that the new guidance from April 26 has been embedded. There is to be more rigorous reporting and logging of incidents and some changes to definitions.

The policy was reviewed in response to the new guidelines.

The training included guidance on seclusion and the use of calm spaces. It was reported that some use of seclusion is appropriate but must be logged and reported to parents. Leaders are seeking more clarification on what constitutes seclusion.

The Headteacher has completed Hampshire Rights and Diversity Team training focusing on the racial and prejudicial language report. Across Hampshire the figures for this are going up but this is mainly due to staff knowledge and ability to identify.

**Governor Question - When is this taught about?**

This comes through the PSHE curriculum from YR. There are age appropriate topics covered about valuing others and using positive language.

Mock SATS are being taken next month. Unfortunately the briefing for parents was very poorly attended. The information slides will be shared with Y6 parents. Staff are working very hard with numerous interventions with before and after school booster clubs.

Staff feel scores will not be as high as last year. The aspirations are high but the reality may not match up. It was noted that this cohort has 50% PP children.

Pupil progress meetings have happened and data will be shared at the March FGB meeting.

	<p>A Smartphone mobile phone policy has been agreed across all schools in the area. All schools have signed up to a ban on smartphones starting in September. The School has been championing the smartphone free childhood campaign for a significant time now..</p> <p>World book day is next Thursday, with a visit from author Bob Hartman. Bob illustrated the Storyteller Bible and a number of Bible picture books. There will also be a storytelling competition and workshops throughout the day.</p> <p>Upcoming Performances  11 March - Y3 - Jack and the beanstalk  18 March - Y5 - Space theme production  24 March - YR - Dumble the dinosaur  Easter Service - last Friday of term - 2pm</p> <p>A Sea City museum trip for Y2 happened today.</p>
<p><b>21/26</b></p>	<p><b>Staff Governor Update</b>  Nothing to report  Staff are busy but happy</p>
<p><b>22/26</b></p>	<p><b>Lead Governor Reports</b>  <u>Finance &amp; Sports Premium Update</u> - JC - the finance report was shared with governors and finances are reported as being in a really strong position and likely to have a small surplus at the end of the year.  JC is confident and comfortable with the budget and expenditure. JC, MC and EW met with the diocese regarding spending on solar panels, windows and heating, they will not cover it all but the school is likely to be a pilot school for solar panels but not until Summer 27. There is less funding available for the heating replacements.  Governors and Leaders will continue to be in contact with the diocese to raise the profile of the school regarding the need for capital funding.</p> <p>Capital spend - Leaders are looking at the refurbishment of the “giraffe room”, the calm space. There are plans to remove doors to the hall, replace the main door, soft play and padding for walls. The Site manager can do some of the work. These works require governor approval.  <b>ACTION</b> - Governors have asked for a plan of works and costings proposal by email with approval by response.</p> <p>SFVS - is updated and will be presented in the March meeting  <b>ACTION</b> - The SFVS needs approval in the March meeting ready for submission to Hampshire by 31 March 2026.</p> <p><i>Governors took item 24/26 next to enable the release of MC from the meeting</i></p> <p><u>Leadership and Management including ECT report</u>. AT - no report this time</p> <p><u>IT Systems, GDPR and cyber security</u> - EW - report shared with governors, monitoring done through email and meetings with MC.</p>

**Governor Question - How confident are staff in keeping pupils safe on the internet?**

It is an ever changing picture and so staff are deliberately continually risk assessing to adapt and respond. All staff are using 2 factor authentication, usually through a school ipad. Governors were shocked by figures provided on YouTube viewing. There will be a test of phishing emails by the IT support team.

**GQ - Is there training available for governors for cyber security?**

There was information in the email from the IT department

**ACTION** - TL to forward email to DL for dissemination to governors.

It was reported that there is Cyber Security for Governors through Hampshire Governor Services and free training through the Government.

**ACTION** - BB/DL/DJ to share free training with governors

Development and Training - DJ

- i. Whole Governing Body Training 3rd February - this was recognised as useful training. The trainer was keen to add the SIP to every meeting, it was felt the governing monitoring schedule covers this. Governors were reminded there is an expectation to read the documentation prior to meetings but it was recognised that reports are sometimes shared late to the folder.

**ACTION** - Put governing monitoring schedule into each meeting folder and link on agenda. DL

Curriculum - DJ - Report shared with governors, no questions.

**TL arrived at 7:40pm**

Behaviour - DJ - no report this meeting

Pupil Premium and SEND - DJ - no report this meeting

Pupil Progress - DJ - no report this meeting

Safeguarding - EW & DJ -report shared before meeting: a serious case review was undertaken by EW & DJ, also the SCR audit and CPOMS monitoring. All was reported as very positive, governors observed robust and consistent practice. EW to follow up with MH, suggestions from the serious case review.

Communication

- Media - EW & JP - no report this meeting
- Marketing - JP -no report this meeting

Premises and Health & Safety - CH -no report this meeting , EW covering and will complete a visit

Ethos - TW - no visit this time, TW encouraged to complete a visit.

A document was shared about governance with a Christian ethos.

**ACTION** - TW to review the document and make some recommendations.

**ACTION** - EW to send through diocese newsletter

	<p>On agenda for May meeting.</p> <p><u>EYFS</u> - AT - no report this time</p> <p><u>Mental Health and Wellbeing</u> - BB - no report this time Pupils surveys in June <b>ACTION</b> BB to complete some monitoring</p> <p><u>Sustainability</u> - JC - verbal report JC and EW met with the Eco-Warriors and a written report will be shared for the next meeting.</p>
<p><b>23/26</b></p>	<p><b>Chair of Governor’s Report</b> Governor Monitoring Schedule The schedule has been updated with Autumn term monitoring, the statutory monitoring is listed at the end of the schedule document.</p> <p>The White Paper summary - governors encouraged to read and ask any questions for next time.</p> <p>DfE Parents Guide to complaints - useful document for governors to read</p> <p>Draft KCSIE for Sept 2026 - this will be looked at in greater detail nearer to September.</p> <p>The Governance Newsletter was shared</p>
<p><b>24/26</b></p>	<p><b>Policy Reviews</b> <u>No Debt Policy</u> - will need a full review with any introduction of a free breakfast club. <b>ACTION</b> - MC to look at government guidance Parents can now book their own ASC and meals but they have to have credit in their account. These aspects need to be written into the policy. There are not huge levels of debt. <b>Approved and adopted but will be fully reviewed for the next meeting.</b> <u>Equalities Employment Policy</u> - <b>approved and adopted</b> <u>Fitness and Suitability to Work Policy</u> - <b>approved and adopted</b> <u>Whistleblowing</u> - <b>approved and adopted</b> <u>ECT Induction Policy</u> - <b>approved and adopted</b> <u>Changes to Induction</u> The Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (as amended) introduced changes from September 2021 which extended the induction period from three to six school terms, and introduced a requirement to support ECTs with an Early Career Framework (ECF)-based induction throughout this period. Further changes from September 2025 included a change in the ECF to become the Initial Teacher Training Early Career Framework (ITTECF) which combines both the Initial Teacher</p>

	<p>Training (ITT) Core Content Framework and ECF training programmes, and now therefore spans from the start of a teacher's initial teacher training through to their ECF induction. In addition, the changes introduce the term Early Career Teacher Entitlement (ECTE) (see below).</p> <p>The regulations and subsequent amendments have been collated and updated and further guidance is given in the associated DfE <a href="#">‘Statutory Guidance on Induction for Early Career Teachers (England)’</a>.</p> <p><u>Positive handling</u> - recording and reporting already in place but now seclusion is reported and recorded. - <b>approved and adopted</b></p> <p><b>MC left the meeting at 7:20pm</b></p>
<b>25/26</b>	<p><b>Any Other Notified Business</b></p> <p>26<sup>th</sup> March 2026 7<sup>th</sup> May 2026 11<sup>th</sup> June 2026 9<sup>th</sup> July 2026</p>
<b>26/26</b>	<p><b>Impact Statement</b></p> <p>Governors were challenged to reflect on their role as Christian governors Positive impact on 175th birthday General public interested in the school Government white paper and implications for SEND at the school Positive reaction to the smartphone policy Rigorous monitoring and reporting of safeguarding and IT provision Financial figures reported as healthy and plans for investment in a sensory room to meet the demands of greater SEND need</p>

*Meeting closed at 8.05pm*

Signed:

Date:

Chair of Governors, Romsey Abbey CofE Primary School

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18/26	Following the positive response to the 175th birthday banner, school to consider a community event for the birthday celebrations.	MH	
20/26	Slides from the inclusion training to be added to the meeting folder	DL	Complete
22/26	TL to forward email to DL for dissemination to governors.	TL DL	
	BB/DL/DJ to share free cyber security training with governors	BB/DL/DJ	
	Put the governing monitoring schedule into each meeting folder and link on the agenda.	DL	
	TW to review the document and make some recommendations at the May meeting	TW	
	DL to send through diocese newsletter	DL	Complete
	Governors have asked for a plan of works and costings proposal by email with approval by response.	MC	

	The SFVS needs approval in the March meeting ready for submission to Hampshire by 31 March 2026.	JC/MC/EW	
	BB to complete monitoring of pupil surveys in June	BB	
24/26	MC to look at government guidance RE. breakfast clubs	MC	

### 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
- ASC - After School Club
- 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
- ECF - Early Career Framework
- ECTE - Early Career Teacher Entitlement
- ECT - Early Career Teacher
- EHCP - Education Health Care Plan
- ELSA - Emotional Literacy Support Assistant
- EYFS - Early Years Foundation Stage
- FFT - Fischer Family Trust
- FGB - Full Governing Board
- 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  
ITT - Initial Teacher Training  
ITTECF - Initial Teacher Training Early Career Framework  
KCSIE - Keeping Children Safe in Education  
LGB - Local Governing Body  
LLP - Leading Learning Partner  
MAT - Multi-Academy Trust  
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  
PAPAYA - Parents Against Phone Addiction in Young Adolescents  
PCC - Parochial Church Council  
PDF - Portable Document Format  
PE - Physical Education  
PP - Pupil Premium  
PSHE - Personal, Social, Health Education  
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  
SCR - Single Central Record  
SEND - Special Educational Needs and Disabilities  
SENCo - Special Educational Needs Co-ordinator  
SFVS - Schools Financial Value Standard  
SGO - Sports Games Organiser  
SIP - School Improvement Plan  
SLT - Senior Leadership Team