

**MINUTES OF A MEETING OF THE GOVERNORS OF HUNGERFORD PRIMARY SCHOOL
INCORPORATING THE CHILDREN AND LEARNING COMMITTEE HELD AT THE SCHOOL ON
WEDNESDAY 8th JULY 2026 AT 6.30PM**

Present: Lucy Smith (LS) (Head Teacher), Katie Hopkins (KH) (Chair), Rose Somerset (RS), Jay Armstrong (JA), Amy Gale (AG), Alan Ford (AF), Jan Loughlin (JL)

Apologies: Jeremy Hudziak (JH), Rachel Marchant (RM), Belinda Exelby (BE)

In Attendance: Liz Cullen (LC) (Clerk)

		Actions
1/14	<u>Welcomes, Absences, Apologies & Quorum</u> Apologies were received and accepted from Rachel Marchant (RM), Jeremy Hudziak (JH) and Belinda Exelby (BE). The meeting was declared quorate.	
2/14	<u>Any Other Urgent Business items</u> There were no items under this heading.	
3/14	<u>Declarations of Business, Pecuniary or other Interests on agenda items</u> There were no declarations under this heading.	
4/14	<u>Minutes of Previous Meeting and Matters Arising</u> The minutes of the meeting that took place on Wednesday 3 rd June 2026 were discussed. Actions: 4/14 KH to send recognition email regarding the SATs to the Year 6 staff. This item is ongoing and it was agreed to remove as an action. 4/14 LS to add breakdown of pupil figures to the Head Teacher report and attainment document for the next FGB. LS advised that this item is due to be discussed in item 5/14. 6/14 LC to add Subject Leads and Monitoring roles to the next FGB agenda. This item is complete. 6/14 LS to provide monitoring schedule for the next FGB meeting. LS advised that this item is due to be discussed in item 12/14. 8/14 BE to send the Safeguarding training link to AF. This item is carried over. 8/14 AG to send copies of completed safeguarding training to LC and JL. This item is carried over. 8/14 LS to send Permanent Exclusions and Use of Restraint Policies to LC to distribute and upload to GovernorHub. This item is carried over. The minutes from the meeting that took place on Wednesday 3 rd June 2026 were agreed as an accurate record and were signed by the Chair. The Part Two minutes from the meeting that took place on Wednesday 3 rd June 2026 were discussed and agreed as an accurate record of the meeting and were signed by the Chair.	Complete Complete Complete BE AG LS
5/14	<u>Review of Resources Meeting</u> LS advised that some TA hours have been amended to align start times at the beginning of the school day. There is an implication on the budget. LS reported that Sports Funding has been stopped, there will be funding allocated in a different format to be confirmed. LS advised that JL will take on the role of Health and Safety Governor. JL advised that online training had been arranged but was cancelled by WB. This will be rescheduled in the next academic year. LS advised that small maintenance tasks are scheduled for the summer holiday. The condemned playground equipment will be dismantled and removed.	

	LS advised that a H&S audit by WB has taken place, the school scored 71% but have not received the report so are unaware of any issues raised. The School Business Manager is chasing the report. LS advised that there are no current major budget issues. There is a projected deficit next year due to falling pupil numbers and a reduction in funding. LS advised that merging of classes will need to be discussed, the school are liaising with the LA regarding a consultation. LS reported that the school would ideally remain as single form entry but this will be difficult with fewer pupils. LS reported smaller year groups in the lower classes. JL advised that there is increased LA involvement in decision making regarding merging of year groups. Question: AF queried whether some or all classes would be merged. LS advised the preference is for all classes so all pupils have the same offer. LS advised that there is potential for pupils to go to classes above or below their year group, but this would involve streaming which will be avoided if possible. LS reported that some higher level teachers may move on in the next few years to other schools to progress their careers. Question: JA queried whether there are any developments regarding the school closure consultation. LS advised that the consultation is ongoing, there is a Schools in Partnership meeting later this month. Question: LS queried whether HPS are among the few local schools that aren't in budget deficit currently. LS advised that the majority of schools are in deficit, funding costs and fewer pupil numbers are the cause, not mismanagement or misspending. LS reported that agreed funding for pupils has not been received. Question: JA queried whether schools can decline pupil entry. LS advised that schools need to justify why they are not able to meet the needs of pupils. LS reported that the school is not suitable for wheelchair use, however, every child deserves a chance. LS reported that 3 non verbal children are due to start Foundation Year in September 2026.	
6/14	<u>Discussion of Monitoring Visits</u> KH reported that she keeps in touch with relevant staff. Guidelines will be set out regarding monitoring visits with dates set from September. RS queried the location of the visit proforma. Action: LC to forward monitoring visit pro forma to RS. LS reported that she will revise and update the monitoring template to reflect the needs of visits.	LC
7/14	<u>Review of the Year (incorporating the HT report, safeguarding update, staffing, student updates, assessment)</u> LS shared a Head Teacher overview report of the year. 1. Key Highlights and Successes Successes included the wider curriculum in place, clearer focus on teaching and learning, relational behaviour policy embedded, adoption of OFSTED framework, management of attendance, new governors recruited and very positive transition programme across school. 2. Significant Challenges Challenges included management of SEND and impact, reduced funding, upcoming deficit budget, single form entry vs mixed year groups, GLD of current EYFS, our pastoral offer, parenting challenges and the digital world. LS advised that the new leadership team will be facilitating additional classroom visits from September. LS reported that OFSTED is discussed regularly. 3. Staffing LS advised that the school is fully staffed, one TA is required for maternity cover from October 2026.	

	4. Acting Deputy Head Teacher LS advised governors of the successful applicant. 5. Attendance LS reported that JL has been successful in improving and encouraging attendance. LS shared the current attendance figures, currently at 95%. Persistent absence is 9.9% 6. Assessment and Data LS highlighted the statutory figures, EYFS good level of development (GLD), Phonics screening check (PSC), multiplication test check (MTC) and KS2 SATs (delayed). LS reported actions as: • More robust transition from nurseries • ELSA to be implemented in EYFS for the first time • New intervention (Drawing and Talking) to be used with the children • Targets given to parents and carers to work on over the summer 7. Internal Data LS reported strengths as Year 6 making the strongest progress across the school, reading remains the strongest subject overall, more pupils are achieving greater depth and Year 4 has improved in Maths (Year 4 is moving more pupils into age-related expectations). LS reported areas for development as Year 5 data remains a concern, outcomes in year 1 have declined, writing remains the weakest subject, and attainment is inconsistent. LS advised that the impact on pupils' need is significant with funding cuts. Parents are helpful with providing information regarding their child. LS reported the importance of staff being aware of available funding and to be resourceful. Funding is held as a central budget and no longer allocated per class. LS advised that the staff absence policy has been reviewed. Question: JA queried whether this is a school or LA policy. LS advised that the policy is a Juniper template adapted for the school. Information has been shared with other schools to help standardise the policy. LS reported that staff absence policies need to be clear and demonstrate legitimacy. LS reported that our pastoral offer is weak currently, a therapist attends weekly, staff do not have the correct training to implement the required pastoral care, the offer requires refining. LS explained that some year groups have additional parenting challenges, and suggested that some issues are related to the home environment and advised the importance of parental education, getting parents on board and advised that the upcoming media ban for children should help. The Governors discussed adding parenting expectations to the website. JL reported that there is an increase in parents' reliance on school support including medical advice, and requiring reminders for general tasks and advised that this can take up a significant amount of staff time. AG advised that outside issues are being brought into school. JA advised that it is a difficult navigation time for parents with society changing. LS reported that interviews have taken place for a TA but there were no suitable applicants, the advert will go out again. LS reported that the Acting Deputy Head Teacher has been recruited internally. The staff member will teach during the morning with DH non-teaching responsibilities in the afternoons. LS explained that attendance is at 95%, this is above the national distribution banding. JL explained that there is a school comparison report sent every half term, HPS dipped slightly last term. LS reported 9.9% persistent absence. LS advised that fines are sent to parents from the LA following reports from the school for unauthorised absence. Question: AF queried the definition of persistent absence. LS explained pupils with attendance below 80%, the lowest absence in the school is 50%. LS reported that one pupil has suspected EBSA (Emotional Based School Avoidance). JL reported that having the most vulnerable pupils in school helps to keep them in a safe environment.	
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	Question: JA queried whether social services are involved with poor attendance. LS explained that attendance is not classed as a safeguarding issue and other issues take priority. LS reported that data will be sent to Governors when available, KS2 SATs results have been delayed with a technical issue. They are due on 16th July. LS reported that the EYFS GLD scored 50% of pupils meaning that 50% of Foundation pupils are ready to move up to Year 1. LS reported that the current Foundation year are immature, targets have been given to parents to work on with pupils over the summer break. LS reported that ELSA will be implemented in EYFS for the first time from September, this will be part of a trained TA role. LS reported that a new intervention 'Drawing and Talking' will be implemented. LS advised that Phonics scoring was 84%, all pupils made progress, this is higher than the local and national average. LS reported that Year 4 multiplication tests scored 21.8/25, this is in line with the LA average. LS reported that writing scored 76.6%, this is improving year on year. LS advised that the school would like to score higher but data is moving in the right direction. LS reported that internal teacher assessment data is in and wished to acknowledge staff for their timely submission. LS reported that Y6 have shown the strongest progress with excellent teaching. More pupils are achieving greater depth. The breakdown will be distributed when received. LS reported that reading is the strongest subject but there is still progress to be made, this has been developed this year. LS reported that the school are showing greater depth despite the high level of SEND pupils. Question: JA queried how greater depth is measured. LS reported that this shows on the assessment framework, there is a test to work out GD. The Deputy Head has been leading on this during this academic year. LS advised that Year 4 are moving in the right direction.	
8/14	<u>Progress against SDP priorities</u> LS reported that areas for development include: Year 5 data • This is slowly improving but with no accelerated progress. • Attainment is inconsistent • The Maths programme has changed resulting in a positive impact. • There is progress against the SDP. • There is strength in the wider curriculum teaching Governors were asked to read the shared documents and send any questions to LS.	
9/14	<u>Input for next year's SDP</u> LS advised that visual and realistic reports will be provided next year. LS shared the draft Governor handbook. This includes the 3 core functions: • Strategic leadership • Accountability • Financial oversight The accountability checklist was discussed. LS advised the importance of the awareness of structure for governors. LS reported that standard elements will be included in future Head Teacher reports with no significant changes. LS asked Governors whether the handbook would be helpful. Governors agreed that the document would be useful. JA suggested that subject monitoring items could be linked to the relevant governor. LS reported that monitoring should be aligned with visits and meetings with staff and actions regarding the following meeting discussed.	

	JL advised that familiarity ensures that discussions become meaningful and good challenging questions can be asked of teachers and the Head Teacher, as well as good communication with the Governing Board. JA advised that the most important governing learning tasks are the walkaround with the Head Teacher and the ½ day monitoring visit with staff. LS queried whether this would be helpful to repeat and recognised that it is useful to see how the school runs during the day. The Governors agreed that a ½ day visit would be helpful and valuable. Question: RS queried how the Governors deliver monitoring visits. LS advised that Governors need to be aware of the school schedule, and drive change throughout the school. LS added that the Governor handbook should be ready for September. KH reported that there is time to afford LS to draft the handbook, 2025-26 has been a challenging year with staff, pupils and changes to the Governing Board members. KH added that Governors need to step up the frequency of monitoring visits. RS advised that tools need to be available to ensure appropriate, good questions are asked and challenges are made. JL advised that useful resources and information is available on the GovernorHub portal. KH queried whether the Deputy Head would be able to draft a glossary of acronyms. LS reported that an acronym glossary will be added to the handbook. LS advised that once assessment dates have been set for the next academic year, Governor meeting dates will be arranged.	
10/14	<u>Governors Self Evaluation</u> Governors discussed whether there is any information regarding meetings that the Board can use to improve effectiveness, and agreed that there is a good current meeting structure. The Governors discussed a required increase in walk throughs, these need to be scheduled in the calendar. JL advised that LS feels supported by the Governing Board and welcomes good challenging valuable questions. JL added that spending time in school will provide familiarity and help with developing Governor skills and asking challenging questions. KH thanked LS for her work this academic year. RS queried whether meeting dates are available for the next academic year. LS advised that meeting dates will be set by the end of the summer term.	
11/14	<u>Board Effectiveness</u> This item was incorporated in item 10/14	
12/14	<u>Looking ahead to 2026-2027</u> This item was incorporated in items 9/14 and 10/14. In addition, LS reported that learning walks are useful to see how the day runs. LS advised that monitoring roles should be discussed at the first FGB meeting of the next academic year. Action: LC to send LS FGB draft September agenda.	LC
13/14	<u>AOUB</u> LC invited Governors to nominate or self nominate for the roles of Chair of Governors and Vice Chair of Governors by the first FGB meeting next term by email to the Clerk of Governors.	
14/14	<u>Date of next Meeting</u> The date of the next meeting will be confirmed.	

The meeting closed at 8:00p.m.

Documents and reports discussed at the meeting				
4/14	Minutes from the previous meeting that took place on Wednesday 3 rd June 2026			
7/14	Head Teacher Report – review of the year			
7/14	EYFS Practitioners Guide to Early Learning Goals and Profile Assessment			
8/14	Progress towards the School Development Plan			
9/14	Governor Handbook			
Actions not yet completed or allocated at this meeting				
Item	Action	Allocated to:	By:	Completed
4/14	BE to send the Safeguarding training link to AF	BE	ASAP	
4/14	AG to send copies of completed safeguarding training to LC and JL	AG	ASAP	
4/14	LS to send Permanent Exclusions and Use of Restraint Policies to LC to distribute and upload to GovernorHub	LS	ASAP	
6/14	LC to forward monitoring visit pro forma to RS	LC	ASAP	Complete
12/14	LC to send LS FGB draft September agenda	LC	ASAP	Complete

Signed *Katie Hopkins*

Chair

Date 30th September 2026