

Fleet Infant School

Minutes of the Meeting of the Full Governing Body Held on 18th September 2025 at 7pm

Members Present:

Ruth Ashworth (RA)
 Michael Borello (MB)
 Monique Clark – Headteacher
 Susan Martin (SM) – Chair of Governors
 Tamaryn Morris (TM) attended remotely
 Frankie O 'Sullivan (FOS)
 Simon Walker (SW)
 Stephanie Watson (SLW)

Apologies:

Moira Bamfield (MCB) – Vice-Chair
 Daniel Sandell (DS) - absent

In Attendance:

Linda McBrearty – Clerk

		Name
Standing Agenda Items	<p>Welcome and Apologies for Absence Jorja Brown the new Staff Governor was welcomed to the meeting.</p> <p>Apologies were received and accepted for MCB.</p> <p>The Chair will contact DS to ascertain the reason for absence,</p>	
	<p>Any Declaration of Pecuniary/Conflict of Interests</p> <p>Governors to please complete and re-affirm electronic declarations on the Governor Hub. See Section 4.</p> <p>There were no conflicts of interest declared for the agenda items, A Confidential item had arisen and was dealt with at the start of the meeting. JB, as a member of staff, was asked to step outside. This is a Confidential Minute.</p>	
	<p>Minutes of the Meeting of 15th July 2025 and Matters Arising.</p>	

- The Minutes of the previous meeting were approved and adopted.
- Matters Arising – see table below: -

Matters Arising from the Minutes		
1.	The Chair will contact Daniel as the school had not heard from him recently. Completed.	SLW
2.1	Q. Can we shorten the Christmas term somehow? A. The Headteacher has recently joined the Executive Headteacher Board which deals with this. She will bring this up at the next meeting. Ongoing but not a current priority.	HT
4.	<ul style="list-style-type: none"> • Equality Policy – objectives need to be changed. For the September meeting – Item 4 this agenda • The Headteacher needs to write a section on Terrorism for the Critical Incident Policy and also online training – item 4 this agenda. Completed. • RA asked if there was a “buddy” system in operation for new governors. SLW will arrange this. Ongoing • A list of acronyms for new governors would be useful. • SLW will email all governors the new Prevent training. Completed. 	HT Clerk for agenda HT SLW SLW SLW
4	<ul style="list-style-type: none"> ○ Review and confirm any change of governor rolls ○ SLW will take over from NB as Governor Development Training Officer. ○ Safeguarding role – now TM ○ WGBT - for September – item 4 of this agenda. Relates to confidential minute. 	Clerk for the Hub Clerk for agenda

<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos and strategic direction. Progress against School Development Plan (SDP).</p>	<ul style="list-style-type: none"> • Review FGB Terms of Reference This was approved subject to minor date changes. 	
<p>CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.</p>	<p>2.1 To receive the Headteacher's verbal report, to include Safeguarding. The children have made a good start and are fairly settled, mainly positive. Baseline work is being completed now. There are five children in the RP and another to join shortly. An anonymous description was given of the children's needs.</p> <p>Number on Roll Year R – 71, Year 1 – 84 and year 2 – 90. RP – Year R – 3, Year 1 – 1 and year 2 – 1. The next academic year is forecast for the budget as 5,6 and 9. The school will lose year 2 in September.</p> <p>Free School Meals – 11 children Service children – 6 Adopted from Care -3.</p> <p>Behaviour has been really good for the start of term; year R are settling in very well.</p> <p>The school's RP is a specialist ASD unit, that is specific, no other requirements are included. Governors considered the numbers for next year at which time Hartland Village school is expected to be open.</p> <p>Tours for prospective parents are being booked and there is lots of interest. Parent Evening 7th October.</p> <p>School attendance is 97.1%</p> <p>Staff have returned to school well, a new MDS has been recruited.</p> <p>Data Comparison</p>	

	<p>This was tabled. It was noted that KS1 data was very strong. Phonics was lower than HCC or National, this is being addressed but it was recognised that there have been some challenges. Early Years Data is very good – 89.2%</p> <p>Nurture Room is now open once a week for those who need it.</p> <p>There are 9 SEN children 5 Resource Provision children 4 EHCPs in mainstream. Two more EHCPs are being applied for. Lots of EHCPs are for year 2.</p> <p>Inset Day will be 20th October and will include online training which staff can complete at home if they wish.</p> <p>Offsite Visits Visits include Rainforest, Runways end and a storyteller coming into school. Year R have a visit from the Chinese Dragon, the owner of which is retiring this year and has sold all of the costume and equipment to the school.</p> <p>Accidents and near Misses None to date.</p> <p>Governors please to liaise with subject leaders to book monitoring visits.</p> <p>Website check – MB will carry this out.</p> <p>A list of school occasions was circulated to which all governors were invited to come.</p> <p>HTMP – 8th October – 1.15pm – SM and Fo'S to arrive 12.45.</p> <p>16th October helpers required for church visit with year 2 and 20th/23rd for Parents Evening.</p> <p>2.2 Staff Performance Management Overview All teaching staff completed their targets last year.</p> <p>2.3 Ensure Child Protection / Safeguarding arrangements are on course for audit 30th September – previously circulated, for ratification. Safeguarding Audit is completed and was on the hub for approval. The actions at the end are important. Safer Recruitment Training etc. SM is dealing with the required training.</p>	<p>Govs</p> <p>MB</p> <p>SM & FoS</p>
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	<p>JB is a new School DSL</p> <p>The Safeguarding Audit was approved. The Headteacher will submit this.</p> <p>The Headteacher will provide Safeguarding training for governors at 6.30 before the next meeting.</p> <p>2.4 Review governor visits and visits schedule - MA4. A new monitoring schedule was tabled by the Chair. The focus is on links to the School Development Plan using a template from the hub. Areas of focus for the first term were explained. This sits with the link governors' roles as well. All reports to be completed by November at the latest, hopefully some by October. Governors to arrange visits with the Headteacher and staff.</p> <p>Resources taken from Governor Hub to support monitoring were given to governors by the Chair. There was discussion about Link Governor roles and a new template for this shared. SM will create a folder on Governor Hub for monitoring resources. MB will take on numeracy link role if Daniel is not available.</p> <p>When writing up monitoring reports, there should be a focus on School Development Targets. The SDP to be available for the next meeting. In all subjects there still needs to be attention given to respect, behaviour, etc. Governors' attention was drawn to the new monitoring forms. These will be trialled.</p> <p>SLW will create a folder for Training and Development.</p>	<p>SM</p> <p>SLW</p>
<p>CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent</p>	<p>3.1 Expenditure against Budget as of 31st August 2025. The budget summary had been circulated prior to the meeting for consideration. All members of school staff have completed their pecuniary interest declarations.</p> <p>INCOME:</p> <ul style="list-style-type: none"> ○ Summer funding for higher needs EHCPs had been received. ○ Pupil Premium income has slightly increased, and this will be included in the budget. ○ Other government grants – there have been some coding changes driven by HCC. ○ Lettings have all now been invoiced until the end of the Summer Term. There were two evening clubs held during the summer along with the SCL football club, these will be invoiced in September. <p>Q. Was it worth it, taking costs into account? A. Yes, it was.</p> <p>We have two new after school clubs starting, Musical Theatre and French.</p>	

- Trips – funds are coming in but the most recent one trip, the Great Fire of London had twelve sets of parents who chose not to pay and had to be funded by the school. -This shortfall should be kept in mind as year 2 have some high value trips coming up, if not supported these may have to be pulled. Parents know that contributions are voluntary.
- FISA – the school will liaise and ask what they would like to fund. The most needed are the hall floor and new iPads.
The school still has £14k left in the capital budget. It was agreed at the last meeting to focus on the hall floor at the Headteacher's discretion.
Q. With FISA do we ask or do we say what we need?
A. We definitely ask, they then consider, it is at their discretion. However, it is likely that their income target for this year will be exceeded.

Staffing costs are currently on track and will be more so when the backdated increases have been paid out this month (September).

- EO9 – Training will be overspent due to new guidelines being introduced for paediatric first aid for all children up to five years old.
All RP support members of staff and Midday Supervisors need to do this course. St John's Ambulance will deliver this in house for £900, and we also have 4 staff from another local school attending and will re-charge some cost to them, so this is cost effective for us versus attending offsite trainings.
- General supplies – the school is currently overstocking because Hampshire finance and ordering systems are going down for an upgrade for two to three weeks.
- Energy –Gas is currently showing an overspend, but this is offset by an underspend in Electricity – we will adjust these lines in the coming budget revision but do not expect a change to the combined total.
- E19 – Curriculum Budget – some items have been re-coded to PE Grant and expenditure is now back on track. Commitments for trips and the photocopier are included.
- IT Lines – not much movement – some annual renewals will be due in September.
- E23 – teacher's insurance – this looks overspent but the budget is included in E28A, we will adjust in budget revision.
- E24 – these are grants that help some o
- Catering support – Clever Chefs – Income for school meals has increased to £2.61 from £2.58,

expenditure per meal has increased from £2.53 to £2.61 to stay in line with income

- E27 – budget will be increased as the PE Grant for 25/26 has now been confirmed.
- E27a – A commitment of £6,400 has been cancelled. That was for CM Sports, no longer used, this had already been removed prior to budget submission so no adjustment necessary.

3.2 Receive update on any additional staffing costs incurred or pending.

Mostly covered above.

The Budget working Party will meet on 6th October at 1pm, all governors are welcome.

Debbie will have various scenarios ready for consideration.

EFS will come into school on 13th October in the afternoon.

Justin Jackman (EFS) and EPS will come into school on 16th at 1pm and will talk about the deficit, governors are welcome to attend.

Resource Provision

EFS had advised to do two budgets, one showing RP costs, but this is not working as some staff work in both the RP and in the main school.

£2,250 in grant for resources has been given and it is proposed to track this separately.

The school will track all costs offline to ensure that all expected income is received and that there are no unexpected costs to the school.

The new RP will be officially opened on 26th September 10am. All governors welcome.

3.3 Costs of any works undertaken during the holidays.

No work was undertaken at the school's expense.

A Networking contract for the schools wifi is due for revision in October, this will be for three years, current costs are at £3,265 per year, for 100 mb. This has now risen to £3,596 for 400mb and includes web filtering. Costs are comparable with other providers and the costs other schools are seeing, this is secure with Agile. The school has budgeted for £3,755 per year so the costs are acceptable. This was approved.

Governors thanked Debbie for her very comprehensive report.

**Core Function
4:**

Policies (Inc. Ratification)

The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:

<p>Statutory Duties.</p>	<ul style="list-style-type: none"> • Keeping Children Safe in Education – parts 1 and 2 recommended for governors. • Safeguarding Policy - for formal ratification – approved and adopted. • Child Protection policy 2025 - typos. P5 and 44 – approved subject to amendment. • SEN Policy • SEN Report • Intimate Care Policy • Equality Policy – carried forward from July meeting – MA4. All of the above were approved and adopted. • Performance Management * • Managing Sickness Absence Policy * • Disciplinary Policy * • Capability Policy * (*These are model policies taken from the MOPP but tailored, as required, for individual schools. The school adopts the MOPP: they are for information) • Confirm adoption of Manual of Personnel Practice - NB Pay Policy must be agreed by 18th October. If the MOPP is agreed subject to any subsequent amendments, this is sufficient, no further ratification required. The MOPP and all related policies were approved and adopted. <ul style="list-style-type: none"> ○ Adopt Governors Good Practice guide – SLW will do, carry forward to the next meeting • Confirm Adoption of Finance Practice and Procedure – now included within the MOPP. • Critical Incident Policy – carried forward from July – MA4 – now renamed Schools Emergency and Critical Incidents Policy – approved and adopted. • Freedom of Information Policy – not due until February 2026. 	<p>Clerk for Agenda</p>
<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p>	<ul style="list-style-type: none"> ○ Review / confirm Panel Membership, link governors, etc –. Completed. ○ Pay panel review to be arranged - confirmed as SW, SLW and SM. 	

	<ul style="list-style-type: none"> ○ Governing board development – ongoing. ○ Governor training and development – folder to be set up, role specific. ○ Whole governing body training – agree and book – see Confidential minute. ○ Tenure and recruitment of new governors to be carried forward to October for parent governor recruitment. ○ All governors please to review their Declarations on the hub for Declarations of Interest (note any new or changes). KCSIE and Code of Conduct, etc., confirmations <u>must be of current date i.e September onwards.</u> <p>***(On Hub: governing board, members, click on self, view full profile, declarations tab top of page.) Clerk will assist if required. Clerk will do compliance print for the next meeting.</p>	<p>Clerk for agenda</p> <p>Clerk</p>
<p>5.</p>	<p>Assess Impact of Meeting Governors had discussed significant issues – see confidential minute. Governor roles had been clarified, and governors had a sense of renewed purpose. Monitoring roles had been revised. The school's data is very positive. Governors were pleased to welcome a new member of the governing body. The school has made a good start to the term.</p>	
<p>6.</p>	<p>Date of Next Meeting: Thursday 23rd October 2025 @ 6.30pm.</p>	

Signed as a true and accurate record of the meeting STINKA chair of Governors

Date 23.10.25

Matters Arising from the Meeting.		
<p>2.1</p>	<p>Governors please to liaise with subject leaders to book monitoring visits.</p> <p>Website check – MB will carry this out.</p>	<p>Govs.</p> <p>MB</p>

	<p>A list of school occasions was circulated to which all governors were invited to come.</p> <p>HTMP – 8th October – 1.15pm – SM and Fo'S to arrive 12.45.</p> <p>16th October helpers required for church visit with year 2 and Parents Evening.</p>	SM & FOS
2.4	<p>Governors' attention was drawn to the new monitoring forms. These will be trialled</p> <p>SLW will create a folder for Training and Development</p>	<p>SM</p> <p>SLW</p>
4.0	<ul style="list-style-type: none"> • Adopt Governors Good Practice guide – SLW will do, carry forward to the next meeting • Tenure and recruitment of new governors to be carried forward to October for parent governor recruitment. • Clerk will do compliance print for the next meeting 	<p>SLW</p> <p>Clerk for agenda</p> <p>Clerk</p>