

Fleet Infant School

Minutes of the Full Governing Body Meeting

Held on 27th November 2025 at 7pm

Members Present:

Moira Bamfield (MCB)
 Michael Borello (MB)
 Jorja Brown (JB)
 Monique Clark – Headteacher
 Susan Martin (SM) – Chair of Governors
 Tamaryn Morris (TM)
 Frankie O 'Sullivan (FOS)
 Simon Walker (SW)

Apologies:

Ruth Ashworth
 Stephanie Watson (SLW)

In Attendance:

Linda McBrearty - Clerk

		Name									
<p>Standing Agenda Items</p>	<p>1. Welcome and Apologies for Absence The Chair welcomed everyone to the meeting. Governors received and accepted apologies from RA and SLW.</p> <p>2. Any Declaration of Pecuniary/Conflict of Interests. There were no declarations of any pecuniary or conflict of interests associated with this Agenda.</p> <p>3. Minutes of the Meeting of 23rd October 2025 and Matters Arising.</p> <ul style="list-style-type: none"> • The Minutes of the previous meeting were approved and adopted. • Matters Arising – see table below: - 										
	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3" style="text-align: center;">Matters Arising</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">MA4</td> <td style="width: 60%;"> <ul style="list-style-type: none"> • SLW will print out Training Report. <p>The clerk will print out a training report for the Chair.</p> </td> <td style="width: 20%;">SLW</td> </tr> <tr> <td></td> <td></td> <td>Clerk</td> </tr> </tbody> </table>	Matters Arising			MA4	<ul style="list-style-type: none"> • SLW will print out Training Report. <p>The clerk will print out a training report for the Chair.</p>	SLW			Clerk	
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	2.1	The Headteacher will let class teachers know how to start a new ADHD enquiry. Completed.	HT	
	2.3	Governors asked if the number of summer born children could be added to the reports? The Headteacher will ask for that. Completed.	HT	
	4.0	Compliance two governors still to complete Prevent training Clerk will check.	Clerk	
	4.1	Governor's allowances (annual) – to be held in abeyance due to lack of demand, pending requirement. Agenda item 4.5	SM	
	4.4	Fire Evacuation Update SW will check the folder for November. Booked for 5th December.	SW	
	4.7	Adopt Governors Good Practice guide – SLW will do, carry forward to the next meeting Item 4.2 of this agenda	SLW Clerk for agenda	
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Development Plan (SDP).</p>		<p>1.1 Review completed monitoring visits:</p> <ul style="list-style-type: none"> • Target 1 non-negotiables for writing • Target 2 SEND • Target 4 mental health and wellbeing • Pupil premium • EAL, Vulnerable children • Numeracy MB ongoing • Subject leaders – art, science, PE – booked for spring term. • Safeguarding • Health and Safety – booked for 5th December • Digital standards (filtering) and website - MB ongoing. <p>1.2 Head teacher recruitment update Governors agreed that the recruitment pack which had gone out was very good. So far there had been two expressions of interest and show arounds.</p>		

CORE FUNCTION 2:
Holding the HT to account for the educational performance of the school and its pupils.

2.1 To receive the Headteacher's written report to include safeguarding and an update on behaviour.

This had been made available on the hub prior to the meeting. Questions were invited.

Q. There is reference to 19 monitoring cases for safeguarding?

A. The Headteacher will update the Safeguarding Governor during her next visit.

Q. How is it looking for next year's numbers?

A. The Headteacher has shown around forty people around the school today, there is a lot of active interest. Many appear to be out of the area.

Q. How are year 2 doing?

A. There are still lots of challenges, including one new child with an EHCP and four previous children with EHCPs. It is possible that there will be a drop in data. The team are working extremely hard.

- **Confidential Minute.**

A confidential Staffing query was raised and is minuted separately.

2.2 Attendance Report

This was available on the hub, prior to the meeting.

Q. "Other unauthorised", what does that mean, what kind of things?

A. They are all holidays. One child is part time.

Q. What about a late policy, children are not marked in as late?

A. No, they have a half hour window, the situation was explained.

2.3 Pupil Premium

This is on the website and needs reviewing.

2.4 SEND Action Plan

This had been circulated, comments were invited.

Q. Could the school save costs on training by using shadowing?

A. It is a possibility.

A description of the current situation was given.

2.5 SEF

This is in place and can be referred to by governors at any time, when Ofsted are coming for instance. It is linked to the School Development Plan.

**CORE FUNCTION 3:
Overseeing the
financial
performance of the
school, making sure
its money is well
spent**

3.1 Revised budget 2025-26 - Year to date actuals v budget for October.

Debbie had previously circulated financial reports on the hub. These were reviewed.

Income.

Funding of £29.5k had been received for high needs top ups but it was anticipated that this could be an error of duplication. This is being checked.

£876 has been received from a ITT Mentor Grant, this is additional to the budget, otherwise all income is as expected.

Expenditure

Staff costs are ok, with normal inclusions: inclusions from progression are still to be added.

Seconded costs are still to come in.

Training - Costs for first aid have been received.

Utilities are Ok.

Educational supplies costs are low this month (knock on effect from IBC closure).

Hardware – one new classroom screen has been purchased.

PE grant spend is tracking ok and includes the skipping workshop, sensory circuit training and play bark so far this academic year.

There are no financial concerns versus budget.

3.2 Update on any voluntary contributions or donations.

Of the two trips which have taken place this academic year, 9 parents out of 90 didn't pay for one and 8 parents out of 87 didn't pay for the second trip.

There is a trip in January for Winchester Science Centre for £24, governors will be kept informed.

Governors discussed the best way to deal with non-payment.

3.3 Review of new catering service so far.

All is progressing smoothly; this can now be taken off the agenda.

3.4 Resourced Provision update

All is going well. There is separate tracking of costs, and this is being monitored. Income is often received in retrospect.

	<p>Governors discussed the need for a SENCO, given the percentage indications and the allocation of work. Possibly a SENCO could be shared with the Junior school?</p> <p>3.5 Review Asset Management Plan – annual. This requires updating, Debbie will do this and put a copy onto the hub. The monitoring of new equipment for the RP will also be included.</p> <p>3.6 Audit findings These had been circulated on the hub. This included slides related to two areas.</p> <ul style="list-style-type: none"> • One off or recurring payments – all ok. • Where schools could be improved – none of these applied. Tracking and scheduling of working hours, these are now tracked. Other areas were discussed. <p>3.7 Insurance update N/A.</p> <p>3.8 Internal Control Checks It was noted that the SFVS is due on 31st March, governors need to be aware.</p> <p>All Internal Controls are now up to date. A copy of confirmation will be done for the hub. It is an annual cycle. There may be a need to look at hire agreements and insurances.</p> <p>Quotes Railway sleepers need replacing on the bottom playground, quotes were tabled for both 55m and 58m replacements. Costs range between £4,045 to £10,800 and vary greatly. This is essential work, the school has £14k left in capital but £9,500 is ringfenced for the hall floor which is due to be replaced in February next year.</p> <p>The school needs iPads, 25 are needed. The possibility of leasing was discussed. The Headteacher will speak to FISA on Monday to discuss options.</p> <p>Working Party Debbie reminded governors that the next deficit return is due at the end of February. A working party will need to meet w/c 2nd February. This was arranged for 10.30 on 4th February.</p> <p>Debbie left the meeting at this point, with the governors'</p>	DT
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	thanks.	
Core function 4: Statutory Duties.	Policies (Inc. Ratification) The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:	
GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose	<p>4.1 Resolving Workplace Issues Policy – annual – for next meeting.</p> <p>4.2 Governors’ Good Practice Guide – SLW – for next meeting</p> <p>4.3 Whole School Attendance Policy – approved and adopted.</p> <p>4.4 Low Level Concerns Policy – approved and adopted.</p> <p>4.5 Governors Allowance Policy – circulated.</p> <p>4.6 Parent Governor Recruitment and tenure – changes discussed and considered to look again for next meeting.</p> <p>4.7 Any Other Governing Board Matters. Governors Code of Conduct amended and discussed; robust including Nolan Principles – approved. Additional changes to be made for approval at January meeting.</p>	SM SM
5.	Assess Impact of Meeting A very thorough meeting which covered a lot of ground. It was nice to see a list of completed monitoring visits. The meeting finished at 9pm.	
6.	Date of Next Meeting: Thursday 15 th January 2026: 7pm Please note date for WGB extraordinary meeting 21.01.26 6pm	

Signed as a true and accurate record of the meeting SOMMERS

Date 15.1.26

Matters Arising		
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