

**Fleet Infant School**  
**Minutes of the Full Governing Body Meeting**  
**Held on 23<sup>rd</sup> October 2025 at 7pm.**

Members:

Ruth Ashworth (RA)  
 Moira Bamfield (MCB)  
 Michael Borello (MB) - online  
 Jorja Brown (JB)  
 Monique Clark – Headteacher  
 Susan Martin (SM) – Chair of Governors  
 Frankie O ’Sullivan (FOS)  
 Simon Walker (SW)  
 Stephanie Watson (SLW)

Apologies:

Tamaryn Morris (TM)

In Attendance:

Linda McBrearty - Clerk

		Name
<p><b>Standing Agenda Items</b></p>	<p><b>Members had met initially in the studio for Safeguarding training, following which there was an update for which there is a Confidential Minute. Moved to the meeting room at 7.20pm</b></p> <ol style="list-style-type: none"> <li><b>1. Welcome and Apologies for Absence</b> Governors received and accepted apologies from TM. MB was present virtually.</li> <li><b>2. Any Declaration of Pecuniary/Conflict of Interests.</b> There were no declarations of any Pecuniary interest associated with this Agenda.</li> <li><b>3. Minutes of the Meeting of 18th September 2025 and Matters Arising.</b> <ul style="list-style-type: none"> <li>• <b>The Minutes of the previous meeting were approved and adopted.</b> NB: C to check formatting.</li> <li>• <b>Matters Arising</b> – see table below: -</li> </ul> </li> </ol> <p style="text-align: center;">Matters Arising from the Meeting.</p>	

	2.1	<p><b>Governors please to liaise with subject leaders to book monitoring visits.</b></p> <p>Website check – MB will carry this out. Government statutory checklist used. <b>Completed.</b></p> <p><b>Governing Body information for website needs updating but website currently being migrated.</b></p> <p>A list of school occasions was circulated to which all governors were invited to come.</p> <p>HTMP – 8<sup>th</sup> October – 1.15pm – SM and FOS to arrive 12.45.</p> <p>16<sup>th</sup> October helpers required for church visit with year 2 and Parents Evening.</p>	<p>Govs.</p> <p>MB</p> <p>SM &amp; FOS</p>	
	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"> <li>• Adopt Governors Good Practice guide – SLW will do, carry forward to the next meeting <b>4.3 of this agenda</b></li> <li>• Tenure and recruitment of new governors to be carried forward to October for parent governor recruitment. <b>4.4 of this agenda</b></li> <li>• Clerk will do compliance print for the next meeting. Two governors still to complete Prevent. <b>Completed.</b></li> <li>• <b>SLW will print out Training Report.</b></li> </ul>	<p>SLW</p> <p>Clerk for agenda</p> <p>Clerk</p> <p>SLW</p>	

<p><b>CORE FUNCTION 1:</b>  <b>Ensuring clarity of vision, ethos, and strategic direction.</b>  <b>Progress against School Development Plan (SDP).</b></p>	<p><b>1.1 Update on WGBT arrangements – MA8.</b>  This has now been booked – recruiting a Headteacher – 16<sup>th</sup> December 7.30 online.</p> <p>Training 2 – 13<sup>th</sup> January 7pm for panel</p> <p>Extraordinary meeting Wednesday 21<sup>st</sup> January 6pm in person if possible, to ratify appointment.</p> <p>It was agreed that SLW will show applicants around the school by appointment. Closing date is 5<sup>th</sup> January.</p> <p><b>1.2 Approve Self Evaluation Summary 2025 -2026 – for next meeting – SEND Action Plan</b></p> <p><b>1.3 Review completed monitoring visits &amp; update on monitoring progress against school improvement targets and how new monitoring schedule, and documentation is working.</b>  All governors are aware of their roles for monitoring. This was discussed.  Governors were reminded that reports should be added to the Monitoring folder 2025/26 and a copy also placed in the FGB meeting folder for the next FGB.</p> <p>Safeguarding Monitoring Report – approved.</p> <p><b>1.4 Approve School Development Plan</b>  This was quite detailed and had been circulated for approval.  Approved.</p> <p><b>1.5 Headteacher Recruitment Panel update</b>  Going to plan so far, the first draft has been done. The pre-advert was shown to governors. Advert itself will be going in on 14<sup>th</sup> November.</p>	
<p><b>CORE FUNCTION 2:</b>  <b>Holding the HT to account for the educational performance of the school and its pupils.</b></p>	<p><b>2.1 To receive the Headteacher’s verbal report to include safeguarding and an update on behaviour.</b>  Number on roll 246  71- Yr R, 85 – year 1, 90 - year 2.</p> <p>Attendance is 97.5% which is very good.</p>	

	<p>Staffing  Staff are tired and morale is low.  LSAs are finding their roles challenging working as they do across classes.  There was discussion on the means and resources for cover.  Teacher observations had taken place in the last few weeks, and staff are working well.</p> <p>A Health and Safety Walk was held on 23<sup>rd</sup> October. There were no concerns.</p> <p>Lockdown practice on 20<sup>th</sup> October worked very well and was very impressive. This was the first time for year R.</p> <p>Free School Meals – 11 children  SEN – 14 children  Adopted from Care – 3  Looked After – 0</p> <p>Learning behaviour is very good across the whole school. There is a need to look at transitional behaviour.</p> <p>Two groups of children have nurture group once a week.</p> <p>SEN children – nine in mainstream and five in the Resource Provision.  There are four EHCPs in mainstream and six in the R.P. SEN work has increased enormously, this takes most of the Headteachers time. A description of what was involved was given. Governors will need to consider this when appointing a new Headteacher.  The Headteacher will let class teachers know how to start a new ADHD enquiry.</p> <p>Accidents and Near Misses  On 1<sup>st</sup> October – an adult was hit by a space hopper.</p> <p>On 3<sup>rd</sup> October - A child fell backwards off a chair and had to have the cut glued in hospital.</p> <p><b>Dates to remember</b>  26<sup>th</sup> November – Christmas lights and the school choir.  28<sup>th</sup> November – Christmas Fayre – 2pm  5<sup>th</sup> December – Dress rehearsal for the Christmas performance 1.15pm  12<sup>th</sup> December 9am – year 1 – Christmas singing in church.</p> <p><b>2.2 Receive report from Headteacher’s Appraisal Panel</b>  All recommendations were approved and objectives set.</p>	<p>HT</p>
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	<p><b>2.3 Year R Baseline Data</b>  Baseline information had been distributed, questions were invited.  Q. Fine motor skills – boys 59% and girls 100% - a big difference?  A. That is usual for boys.  It was also noted that there were a lot of summer born boys this year, particularly in that cohort.  Governors asked if the number of summer born children could be added to the reports? The Headteacher will ask for that.</p> <p><b>2.4 Safeguarding Training for Governors</b>  This was held prior to the meeting, at 6.30pm.</p>	HT
<p><b>CORE FUNCTION 3:  Overseeing the financial performance of the school, making sure its money is well spent</b></p>	<p><b>3.1 Review expenditure against budget as at 30/09/2025.</b>  The revised budget had been circulated on the hub prior to the meeting for consideration.  All income for lettings had been included, for BASC clubs and summer clubs.  The school continues to chase payments for visits from parents, of the twelve who had not paid, two have now done so.</p> <p>Income  All is as expected; all pay elements are now included for both teaching and support staff.</p> <p>Other expenditure  Cleaning – a two-months of invoices received this month.  E19 – Learning resources – this shows a credit due to re-allocation of PE Grant coding.  E20c – Learning Resources IT – a credit has been received relating to a refund from Education City of £2,100, budget will be adjusted.  E20d – annual Arbor costs and website upgrade.  E20g – Annual software licencing.  E27 – PE grant – re-allocation of costs from learning resources.</p> <p>Overall, the budget is tracking as expected, there are no concerns.</p>	

There were no further questions.

#### Revised Budget

These are the figures discussed with Hampshire.  
The training budget has been increased to cover the additional First Aid requirements.  
Gas and electricity have some adjustments but overall are effectively the same cost.  
The cost of meals change is offset by additional income.  
The budget includes the PE Grant, extended for one more year.  
Grant Aid - £2,100 for lower income families, this will be used for vouchers.  
There is also a correction across CFR codes for SLA costs.

#### Income

The offset of the £2,100 for lower income families.  
Other income has gone up – sales of library books and other books.  
Lettings and PE Grant have both increased.  
All figures include the R.P. where appropriate (additional allocations. high needs, budget and staffing costs).

#### Staff figures

All pay increases are included. Some savings have been made due to judicious allocation of staff between mainstream and R.P.  
There may be some more 1 to 1 funding and additional EHCP funding which is not so far included, as this is not certain.  
The proposed budget shows a £30k reduction since the previous submission in May. Hampshire do appreciate the school's situation.

Figures below have been adjusted by £1-£3 to align with those submitted to HCC – rounding differences as mentioned in Gov Meeting

	2025 - 26	2026-27	2027-28
<i>NOR (incl RP)</i>	255	246	231
<i>Headcount costs</i>	1,273,940	1,371,798	1,456,861
<i>Other expenses</i>	412,598	396,266	390,610
<i>Total expenses</i>	1,686,538	1,768,064	1,847,471

	<i>Total Income</i>	1,583,209	1,568,485	1,507,414
	<i>In Year Surplus/(Deficit)</i>	(103,329) Minus one hundred and three thousand, three hundred and twenty-nine	(199,579) Minus one hundred and ninety-nine thousand, five hundred and seventy-nine	(340,057) Minus three hundred and forty thousand, and fifty-seven
	<i>Surplus/(Deficit) Brought Forward</i>	(51,781) Minus fifty-one thousand, seven hundred and eighty-one	(155,110) Minus one hundred and fifty-five thousand, one hundred and ten	(354,689) Minus three hundred and fifty-four thousand, six hundred and eighty-nine
	<i>Cumulative Surplus/(Deficit) C/Fwd</i>	(155,110) Minus one hundred and fifty-five thousand, one hundred and ten	(354,689) Minus three hundred and fifty-four thousand, six hundred and eighty-nine	(694,746) Minus six hundred and ninety-four thousand, seven hundred and forty-six

**The budget was approved; governors were appreciative of the hard work from the Headteacher and Debbie to accomplish this.**

Deficit Monitoring Return.

The Mid-Year review had been completed, governors were pleased with this, the commentary reflected the comments above, **it was approved and signed.**

**3.2 Any concerns / priorities for Budget Working party & November budget review?**

Included above. The school is required to produce the budget and Deficit Monitoring Plan a month early, due to the deficit situation.

**Finance - AOB**

DT will produce the Audit Findings for the next meeting.

Quotations for all agreed projects have held the previously quoted prices.



	<p align="center"><b>Completed.</b></p> <p><b>4.10 Confirm all attended Prevent training</b> Two governors still to complete this.</p> <p><b>4.11 Governor Hub – training records section –</b> governors urged to check their own records. To ensure that they keep abreast of training requirements, including e-learning with Hampshire.</p> <p><b>4.12 Governor Hub - document management</b> It was considered that the board has good evidence held on the hub</p> <p><b>4.13 Governor Hub - School Visits page</b> SM asked for governors to list their school visits on Governor Hub – Governing Board – Visits. This will provide great evidence of how involved governors are with the school.</p>	SLW
<b>5.</b>	<p><b>Assess Impact of Meeting</b></p> <ul style="list-style-type: none"> <li>• Governors are very aware of the school's needs</li> <li>• Excellent attendance data.</li> <li>• There had been a full discussion of the school's situation and appreciation of the challenges involved.</li> </ul> <p>The meeting closed at 8.45pm</p>	
<b>6.</b>	<p><b>Date of Next Meeting:</b> Thursday <b>27th</b> November 2025: 7pm</p> <p><b>Please note Date for WGB extraordinary meeting: 21.01.26 6pm</b></p>	

Signed as a true and accurate record of the meeting STJ MATYD 27.11.25

Date \_\_\_\_\_ Chair of Governors

Matters Arising		
MA4	<ul style="list-style-type: none"> <li>• SLW will print out Training Report.</li> </ul>	SLW
2.1	The Headteacher will let class teachers know how to start a new ADHD enquiry.	HT
2.3	Governors asked if the number of summer born children could be added to the reports? The Headteacher will ask for that.	HT

4.1	<b>Governor's allowances (annual)</b> – to be held in obedience due to lack of demand, pending requirement. Current policy being reviewed	SM
4.4	<b>Fire Evacuation Update</b> SW will check the folder for November.	SW
4.13	<b>Governor Hub - School Visits page</b> SLW will organise these files on governor hub.	SLW
4.7	<b>Adopt Governors Good Practice guide</b> – SLW will do, carry forward to the next meeting	SLW Clerk for agenda