

Fleet Infant School
Minutes of the Full Governing Body Meeting
Thursday the 15th of January 2026 at 7pm

Members Present:
 Moira Bamfield (MCB)
 Michael Borello (MB)
 Monique Clark – Headteacher
 Kirsten Knowles (KK) - observer
 Susan Martin (SM) – Chair of Governors
 Tamaryn Morris (TM)
 Frankie O ’Sullivan (FOS) – attended remotely.
 Simon Walker (SW)
 Stephanie Watson (SLW)

Apologies:
 Jorgia Brown (JB)

In Attendance:
 Linda McBrearty - Clerk

		Name									
Standing Agenda Items	<p>1. Welcome and Apologies for Absence Governors were welcomed to the meeting by the Chair. Apologies were received and accepted from JB.</p> <p>2. Any Declaration of Pecuniary/Conflict of Interests. There were no declarations of any Pecuniary interest associated with this Agenda.</p> <p>3. Minutes of the Meeting of 24th November 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%; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Matters Arising</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">MA4</td> <td style="width: 60%;">The clerk will print out a training report for the chair. Completed.</td> <td style="width: 25%; text-align: center;">clerk</td> </tr> <tr> <td>3.5</td> <td>Review Asset Management Plan – annual.</td> <td style="text-align: center;">DT</td> </tr> </tbody> </table>	Matters Arising			MA4	The clerk will print out a training report for the chair. Completed.	clerk	3.5	Review Asset Management Plan – annual.	DT	
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		<p>This requires updating, Debbie will do this and put a copy onto the hub. See 3.5 of this agenda.</p>		
	<p>4.5, 4.6</p>	<p>4.1 Compliance – all governors now completed Prevent training Agenda item 4.5</p> <p>4.2 Governors Allowance Policy Agenda Item 4.3</p> <p>4.3 Parent Governor Recruitment and tenure Agenda item</p>	<p>SM</p>	
<p>CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Development Plan (SDP).</p>	<p>1.1 Any School Development Plan updates. The SDP had been made available on the hub. There were no questions. The Mental Health Vision was tabled, this will also be shown to the Parent’s Forum.</p> <p>1.2 Review completed governor monitoring visits and visit plans for spring term:</p> <ul style="list-style-type: none"> • Health and Safety (SW/SM) – Dec 2025 complete • Target 1 non negotiables for writing - see pupil progress and teacher appraisal visits write up. Specific monitoring due by 19.03.26 (MCB) • Target 2 SEND - see teacher appraisal visit write up. Specific monitoring due by 19.03.26 (FOS) • Target 4 mental health - due by 19.03.26 (MCB) • Target 5 EYFS - see pupil progress and teacher appraisal visits write up. Specific monitoring due by 19.03.26 (SM) • Pupil Premium, EAL, vulnerable children - due by 19.03.26 (FOS) • Curriculum - due by 19.03.26 (MCB) • Numeracy - due by 19.03.26 (MB) • PHSE and citizenship due by 19.03.26 (SM) • Safeguarding - due by 19.03.26 (TM) • Subject leads panels – booked for 04.02.26 and 12.02.26 • A spreadsheet has now been devised to track monitoring and is available on the hub. The Chair will update the spreadsheet termly. The Spreadsheet includes links to completed reports to build evidence for Ofsted. The monitoring includes a report on teacher’s appraisal review by the Chair. 			

	<ul style="list-style-type: none"> • Requirements for frequency of Health and Safety walks and governor monitoring of this were discussed and will be considered. <p>SW described the last H&S walk, concerns about a leak behind a door from the ceiling and wall and concerns about flooring and posts. Otherwise, OK.</p> <ul style="list-style-type: none"> • Correct EpiPen process will be escalated for LSA's training. • Digital internet filtering was completed by MB using additional protocols. The school pays £3,5k per year for a three year licence. Governors should be aware to test for Value for Money at the next renewal. <p>1.3 Head Teacher recruitment update The Recruitment Panel reported that no applicants were shortlisted this round and the post has been re-advertised with a closing date of 9th February. There is a financial implication for the school as Hampshire Head Teacher Recruitment Services have to be paid for again with a discount of only 20%. <u>Extraordinary Minutes for the Recruitment Panel were approved and adopted.</u></p>	
<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 and an update on behaviour. Number on role: Year R – 70, Year 1 – 85, Year 2 – 90.</p> <p>Staffing The school is advertising for LSAs, this is within the budgeted structure. Q. Are you finding it easy to recruit? A. It is hard to recruit quality.</p> <p>A Fire Drill took place in December, all went well, all actions within the time limits.</p> <p>The RP is doing very well, three of the children have higher needs and require a special school place.</p>	

The school has ten Free School Meals children, six Service children, zero children in care and three adopted from care.

Last term no work was done with Pupil Premium children, due to staffing limitations. A letter was sent out to all parents to explain about the Forest School.

Behaviour in school is very good. Year 2 are making progress, an interesting year group. Nurturing sessions are continuing, as required.

SEN children.

There are eleven on the register in mainstream.

Six SEN children are within the RP. A total of seventeen.

Four EHCPs are in mainstream, six are in the RP and two applications are ongoing.

The amount of work has increased enormously and governors need to consider this when they make an appointment. If the Headteacher appointed is not SENCO trained, a SENCO will be needed.

It would be too much to ask of a new Headteacher who will need to focus on Teaching and Learning first.

JG is not a trained SENCO. New SEND children's paperwork will need to be prepared in April and May. MC could take on the SENCO work on an interim basis. Options were considered and discussed.

Accidents and Near Misses

9th January – an EHCP child ran up the slide and cut his chin. This was glued in hospital.

Sewage leak – year 2 toilets backed up. Environmental hazard, the parents were notified and the children were sent home. The school was cleaned professionally and carpets also cleaned by the Headteacher! Governors were very appreciative of the Headteacher's timely efforts to make the school habitable.

2.2 Attendance Report – update.

Attendance is 96.5%, there is a lot of illness at this time of year.

2.3 Admissions to date.

Prospective pupils for next September, 70 first preferences, 70 second preference and 65 third preference.

The school has a meeting with Rebecca Prowling in two weeks' time.

2.4 Data, to include SEN and other groups.

The data report had been circulated on the hub, prior to the meeting.

The Headteacher described the data as quite pleasing.

Year 2

The children are exactly where they should be. This is an EHCP heavy cohort. Reading and Maths are fine, Writing slightly lower. The teaching staff have worked very hard.

Year 1

They are doing really well. Reading 74.2%, Writing 63.5% and Maths 80%. A description of the work undertaken was given.

Q. Do you have the data for year 2, two years ago? The Headteacher will find this to check if the data is comparable. The school hasn't yet tested for Phonics; this will be done in the next two weeks. Data is collected in November, February and at the end of the year.

Year R

There are different staff this year. Overall expectations were discussed; Writing is lower. The Headteacher explained the teaching of Phonics. Writing is lower at this point in year R, it will increase. 68% GLD (Good Level of Development)

A paper on tracking of summer born girls and boys had been produced for governors. Twelve children out of twenty-three are summer born. There was no gap seen between the summer born girls and boys. Monitoring will be continued. There were no further questions.

Last year a focus was on Greater Depth writing, the English Lead has written non-negotiables to support writing. These non-negotiables are in place to support high expectations.

New data was tabled for Heron Class in the RP.

This data was gathered using a process particular to the R.P.

All children had made progress apart from one child. The child is unable to be tested. However, it is believed that some progress has been made.

The RP children are being tested on early Phonics, a lot of repetition is required.

The twenty-one step assessment for Key Stage 1 children in the RP was explained and the different way of assessing individuals.

An in depth explanation of assessment was given for EHCP children. Mainly, if an upward trajectory can be seen, then progress has been made. In the RP all children have very different needs. Staff look at progress and ensure that there is no regression.

Q. Will the RP form part of the Ofsted assessment?

A. They will look at SEND children and want to see progress.

Anonymised data for SEN children was circulated. Some children's journey was described. Small steps of progress. All SEN children have very individual needs.

Pupil Premium children's data was also discussed and their journey described.

Q. Are there any safeguarding issues that governors need to be aware of?

A. Frankie is the Safeguarding governor, we have shared with her, as necessary.

2.5 IDSR

The Headteacher advised that Ofsted will look at this.

Benchmarking is below for FRM and SEN.

Governors noted that they have taken account of the report.

2.6 Year R Questionnaire

This has been reviewed by the year R team, there were many very nice comments. A few parents were asking for Tapestry, but the school cannot afford this system which is also more focused on nurseries.

Governors thanked Monique for her reports and her in depth analysis.

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

3.1 Year to date Actuals versus budget, as of 31st December 25.

Finance reports had been circulated in advance of the meeting for consideration. The figures, including commentary, were until the end of December with three months of the financial year to go.

Debbie went through any items which needed further clarification.

Income

Line I12- Trip money. There were two trips one to Winchester and the other for the Pirates trip.

Q. Are there any concerns?

A. We had nine outstanding contributions for previous trips, but this has now gone down to four, some late payments are still coming in. governors discussed having a better payment system. It was agreed to ask Jayne if there was any "push" system to encourage payment.

I13 – Income of £4,300 from FISA.

Overall, income is looking quite good and should be an upside versus the current budget.

Expenditure

All requirements for pay increases are now included.

Utilities – potential to underspend

E20c – includes costs of 2k for a three year subscription to Purple Mash (FISA)

E25 – Catering Supplies – comments refer to changes caused by company takeover. This may distort the figures in the short term until the original commitment can be removed. Total catering expenditure is currently overstated by £45k.

There will be a Finance Working Party on 4th February, in preparation of the next budget submission due at the end of February.

3.2 Discuss and agree priorities for the next financial year. Will be covered at the Finance Working Party meeting.

3.3 Receive a report on any issues relating to strategic financial planning – next meeting.

Clerk
for

	<p>3.4 Resourced Provision - update. Data tabled for Heron Class</p> <p>3.5 Review Asset Management Plan – if available. Debbie will add to hub.</p> <p>3.6 Consider PE Sports Premium and SEN funding and the impact of any additional funding. Expenditure for this financial year is expected to be just under £14k, leaving an additional £12k available until the end of March. The use of funds is restricted; items must be moveable. Currently the school has no PE Lead.</p> <p>SEND – there are ongoing discussions with the LA. The school is owed funding, and this is being pursued. Q. Will the RP be cost neutral, as the school requested? A. It is not at the moment but should be once we received the owed income.</p> <p>Q. Who is funding the railway sleepers, is it FISA? A. No we will ask them to fund the laptops / iPads. The school will use £5k from Capital. Q. What about the recent sewage spillage, who will pick up the costs? A. It is expected to be County.</p> <p>3.7 Ensure SFVS is on track for completion by 31st March, agree date for working party meeting to ensure that document can be approved by governors at the 26th February meeting, prior to the submission date. Working party Date agreed for 11th March, and this will be reviewed in the FGB meeting on 26th March.</p> <p>3.8 Agree Board clerking requirements for 2026-2027 Clerking required for next year at the same hours that are currently used.</p> <p>3.9 Next budget meeting booked for 04.02.26 10.30 Governors to attend - SM, MB, FOS</p> <p>Governors thanked Debbie for her reports and diligence.</p>	<p>agenda</p> <p>DT</p>
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<p>Core function 4: Statutory Duties.</p>	<p>Policies (Inc. Ratification) The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB:</p>	
<p>GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose</p>	<p>4.1 Approve Resolving workplace issues policy – Adopted from MOPP – carried forward from last meeting – Approved and adopted.</p> <p>4.2 Approve FIS Governors Code of Conduct – no Changes required after review against the Hampshire Governors Good Practice Guide. Approved and adopted.</p> <p>4.4 Approve FIS Governors Allowances Policy – approved and adopted.</p> <p>4.5 Adopt Governors’ Good Practice Guide – approved and adopted.</p> <p>4.6 Governor tenure and recruitment FO’S will be going after Easter; the school will then have three co-opted vacancies. Suggestions were made for recruitment. After Easter, SLW and SM will take over SEND including the vulnerable. SM highlighted that FIS Link Governor Role Profiles have been compiled and are now in the Monitoring Resources section on the Hub. These will give governors guidance on what is expected of the link governor role for each subject and should be read alongside the other resources which have been compiled to support these roles.</p> <p>4.7 Governor compliance completed on hub – to include any new governors. (Clerk will supply print out for chair)</p> <p>4.8 Governor training feedback – governors were reminded to consider undertaking some training this academic year to keep skills up to date. SM has uploaded training feedback to the hub following two excellent HCC courses she attended and recommends that governors do the same so that learning and implications for our board can be shared.</p> <p>4.9 Any Other Governing Body Matters:</p> <ul style="list-style-type: none"> Governor newsletters This was suggested twice a year – SM will do this. 	<p>SM</p> <p>Clerk</p>

