

Fleet Infant School
Extraordinary Meeting of the
Full Governing Body.
Held on 26th March at 6.30pm

Governors Present:

Moira Bamfield (MCB)
 Monique Clark – Headteacher
 Kirsten Knowles (KK)
 Susan Martin (SM)
 Tamaryn Morris (TM)
 Frankie O 'Sullivan (FOS)
 Simon Walker (SW)
 Stephanie Watson (SLW) – Chair of Governors

In Attendance:

Linda McBrearty - Clerk
 Heather Chapman – Newly appointed Headteacher – observer role.
 Debbie Tucker – School Finance Manager

Members of Staff.

Kelly Hurst – Teacher
 Katie Allaway – HLTA
 Marta Dance – HLTA
 Rachel Perry - LSA
 Lindsey sharp - LSA
 Julie Francis - LSA

Apologies:

Michael Borello (MB)

		Name
6.30-7.25pm Restructuring	<p>Introduction The Chair welcomed governors and staff to the meeting. Introductions were given around the room.</p> <p>The Chair continued: The purpose of the meeting – was to give staff the opportunity to bring their concerns to the governors regarding the proposed restructuring. This is a half hour meeting which we need try to keep to time, as the board have to hold their regular meeting at 7pm.</p>	

The Governing Body's role is strategic, and as such the board cannot comment on operational or HR aspects of the restructure.

We understand that the restructure is causing upset for all concerned; however, it has been required by EFS and EPS as part of our budget recovery plan.

We are unable to discuss the contracts of other members of staff in any detail.

The Chair thanked staff for sending questions ahead of the meeting. It has been very helpful and enabled me to give you as full responses as I am able. Given the number of questions, I doubt we will have time for additional questions, but let's see how we go.

1. Why are only LSAs affected by the contract restructure? Why are not all support staff affected?

A. Only staff currently on a 40 working week contract are affected. Admin staff are also on 40 week contracts, but do work through the holidays as emails need responding to, budget updates continue etc

2. Only 9 LSA and 2 HLTA are affected in the proposed savings? Please can you confirm that the remaining **four** Teaching Assistants/Special Needs Assistants that are not affected are already on 39-week contracts?

A. Staff employed from October half term 2025 have been employed on a 39 working week contract.

3. Reducing to 39 weeks appears to create a c£6k saving. Is it expected that work previously completed during holidays will now be done within school hours or extra working hours? Is there any contingency for overtime when teachers request LSAs to help reset classrooms for the next term or academic year or earlier starts due to school trips and handing over PPA lessons and cover lessons. Expectations for open evenings, FISA days, coming in early, leaving late for school trips etc – any contingency to cover this.

A. This is an operational matter and will need to be discussed with Mrs Chapman and the school leadership team through staff meetings. It will need a new way of thinking for all staff to be able to accommodate the needs of the school within the hours worked.

4. The school has been in a difficult financial situation for some time. During this time a qualified teacher was employed to teach forest school in addition to the equivalent of 9 class teachers. In other schools an HLTA or forest school leader is used to teach outdoor learning. Has spending on a forest schoolteacher contributed to

the situation that now involves cutting other staff's salaries?

A. No, when we employed, pupil numbers were not dropping at the rate they are. The current deficit is commensurate with the falling pupil numbers.

5. As we all found out what a difficult financial situation our school is during the urgent meeting for all staff on Friday 13th June 2025. Why was the school still hiring new staff on 40 weeks contracts in September 2025?

A. The requirement for this restructuring was not shared with us by EFS and EPS until October 2025.

6. Do Hampshire schools follow the Green Book (UK Government Guidance on Appraisal) regarding any pay and structure policy?

A. EPS have confirmed in writing to Mrs Tucker that the school is following EPS School Policies, in line with the NJC Green Book.

7. Proposed TLRs saving is only going to take place in 3 years' time, is that correct?

A. Under the School Teachers' Pay and Conditions document, statutory safeguards will apply – which means that salary will be protected for a maximum period of up to 3 years.

8. As the headteacher is responsible for the structure, how much input has the new headteacher had in shaping what it will look like, given that it will be her school going forward?

A. The expectation for this restructure has been imposed on FIS by County. There was an expectation that strategies were put in immediately but have been shared with Mrs Chapman.

9. Also, on the Budgetary Information why is the RP teacher included in the Support Staff Costs and not in the Teaching Staff Costs?

A. I have checked with Mrs Tucker and can confirm that the RP teacher costs are included in the teacher budget line, not support staff costs. The RP LSA costs are included in the support staff budget line.

10. What is meant by voluntary solutions? We weren't given the opportunity to speak to Headteacher. We have just been told what to do and what is happening as and when HT has been directed by Hampshire.

A. My understanding is that this means that you would accept/agree to a change of contract without having it imposed on you. Mrs Clark informs me that EPS have advised that if there is not a general agreement from all affected to agree a voluntary solution, then proceeding to consultation is required

and that this information has already been shared with you.

11. What plans are in place if teacher goes long term sick like in Autumn term – who will cover and how will this be funded?

A. This is an operational matter and would be dealt with by the senior leadership team if and when it might occur.

12. In terms of support staff covering PPA or when covering teachers for other reasons, when will the work and lesson plan be conveyed and will the support staff providing cover be given PPA time within their contracted hours or paid for their PPA (under Green Book – Toil Time should be paid at time and half).

A. This is an operational matter and would be dealt with by the senior leadership team. For questions about the green book, please discuss with EPS and your Union. Mrs Clark informs me that discussions are underway within the leadership team as to how to accommodate this.

13. Teachers and management expectations will need to be reduced as a lot of marking and duties are done outside LSA's contracted hours and rely on good will. Have you considered the impact on teachers, workloads, mental wellbeing, stress levels and absorbing extra duties with less support. Already they have had their subject time and year lead time reduced by half.

A. The governing board is very concerned about the wellbeing of the whole school community through this difficult time and receives regular updates from the head teacher around this. The board aims to support the leadership team to strike the difficult balance between satisfying the budget deficit reduction demands of County and keeping the safety and wellbeing of the school community at the heart of all that FIS does.

14. Safety concerns – not enough staff has led to inadequate staff to pupil ratios, near misses and things getting missed.

Please see above answer.

15. We used to get a short break in the morning but no more, just quietly assumed that we keep working with no break. YR LSA'S on choking duty and KS1 so stretched for staff LSA'S having to do more frequent playtime duties.

A. This is an operational matter and would be dealt with by the senior leadership team.

16. Why did Monique stop LSAs yearly timesheets, to justify 40 weeks contracts? Coming in during summer holiday, extra hours during the week, all the training we do at home and don't claim - just expected.

A. *This is an operational matter. Mrs Clark would like to also respond to this question: When I arrived as the Headteacher, I felt that this was not necessary as staff worked over and above. This was agreed at the time. As your Headteacher, I have not expected anyone to work over their contracted hours and regularly tell staff to put in a time sheet. Not all staff did come in during the holidays, and I have never expected anyone to work in their own time.*

Q. HLTAs may feel that they are being set up to fail, expectations are the same for less time?

A. *The Headteacher replied that, moving forward, the school will need to look at that. There will be a conversation with Mrs Chapman to make it work.*

The Chair remarked that there had been a lot of outfalls from this challenge. Staff feel that governors are unaware of the amount of hours staff have worked for nothing, staff have done so many favours.

The Chair emphasised that this situation was not one that either the board or the staff would wish to do.

Staff affected felt that the amount of money saved was in adverse proportion to the damage to goodwill, etc. enabling the school to previously save money on supply teachers. It was realised that feelings were hurt.

Q. When are we going to consultation?

A. *This is the start of the process. On 21st April 2026, we are continuing the process with our EPS Consultant and the Headteacher meeting Unions.*

Q. Are Elvetham Heath doing the same?

A. *As far as we are aware this has already happened. EPS are adamant that the process will go through.*

Q. Why did the Headteacher stop using timesheets? These showed all of the work that we did at home.

A. It was agreed that the school would abandon timesheets. The Headteacher continued, that where she had known about extra hours, the school had paid. Historically, some staff had declined to work the extra week.

Q. What if we said that we want to come in and do 40 weeks?

A. You would have to come in and do the work. However this is not an option at this time. If you have been asked to work extra you would be paid. Anything else would be considered good will.

Cost saving ideas.

- Can money be saved by having a Deputy Head that teaches part time as is the case in most schools? This would save significantly more money than other measures. School can't afford the luxury of having a non-teaching deputy especially with numbers dropping. Some local schools are getting rid of DHT and hiring Assistant Headteacher instead (part time solutions)?

A. Our Deputy Head is providing support for our Pupil Premium children and covering Year R 3 afternoons a week. From the Summer term, she will take on the additional role of Senco. With the increasing number of Children who have additional needs and the number of EHCPs rising, this is a time consuming and statutory role. We are fortunate to have a Deputy with so much experience and knowledge of the school who will be invaluable to our new head as we head towards the opening of our Ofsted window this autumn.

- Having part time teachers (only 2 days a week and actually in class 1.5 days every other week due to PPA time) is this cost effective in terms of how much time they actually spend in class teaching?

A. FIS is proud to be an inclusive school which offers flexible working opportunities. There are rules around part time teaching staff, they are entitled to the same PPA offer as full-time staff.

At the meeting, it was decided the 2 members of teaching staff would be given the opportunity to meet with the Chair of Governors at a later date as one could not make the meeting due to personal reasons. One of these members of staff will contact her union prior to meeting Governors after the Easter

