

**Fleet Infant School
Full Governing Body Meeting**

**Minutes of the Meeting of the Full Governing Body
Held on Friday the 22nd of May 2026 at 1pm**

Members:

Moirira Bamfield (MCB) - apologies
Michael Borello (MB)
Heather Champman – (HC) Headteacher
Jorja Brown – (JB) - apologies
Kirsten Knowles – (KK)
Susan Martin (SM) – Chair of Governors
Tamaryn Morris - (TM)
Simon Walker (SW)
Stephanie Watson (SLW)

In Attendance:

Debbie Tucker – Business Manager
Linda McBrearty - Clerk

		Name					
Standing Agenda Items	1. Welcome and Apologies for . Everyone was welcomed to the meeting by the Chair, especially Heather to her first official meeting. Apologies were received and accepted form MCB and JB.						
	2. Any Declaration of Pecuniary/Conflict of Interests. There were no declarations of any Pecuniary interest associated with this Agenda.						
	3. Minutes of the Meeting of 26th March 2026 and Matters Arising. The Minutes of the Extraordinary meeting were brought to the table and made available for anyone who had been present at the meeting. One governor requested to review. The Minutes were accepted. Minutes of the previous meeting to be approved and adopted. The Minutes of the Ordinary FGB were approved and adopted. Matters Arising – see table below: - <table><tr><th colspan="3">Matters Arising</th></tr><tr><td>3.3</td><td>Cleaning companies. Three quotes have been obtained, these will be brought to the next meeting in May.</td><td>Clerk for agenda</td></tr></table>	Matters Arising			3.3	Cleaning companies. Three quotes have been obtained, these will be brought to the next meeting in May.	Clerk for agenda
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1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Development Plan (SDP).

- Safeguarding – from TM had been circulated.**
- An overview of areas to look at was given, prompt sheets were distributed and questions to ask.
- The Appendix contained details of evidence gathering.
- This will be kept updated for governors to feedback.
- Pupil Voice should be linked to every visit.
- The Chair thanked TM for this work, it is a live document, feedback is ongoing.
- The Chair and the Headteacher will review Monitoring in the next academic year.

- Science (MB) - ongoing

- Music (SLW) – completed – for next meeting
- History (SLW) – completed – for next meeting

Summer term:

- **Target 1 non negotiables for writing** - monitoring due by 09.07.26 (MCB) - ongoing
 - **Target 2 SEND** - monitoring due by 09.07.26 (SLW) – in hand
 - **Target 4 mental health** - monitoring due by 09.07.26 (MCB) - ongoing
 - **Target 5 EYFS** - monitoring due by 09.07.26 (SM/KK) - **In hand**
 - **Pupil Premium, EAL, vulnerable children** - due by 09.07.26 (SLW) - arranged
 - **Safeguarding** - monitoring due by 09.07.26 (TM) – HT Report and TM
 - **Health and Safety** - monitoring due by 09.07.26 (SW/SM) In hand
 - **Maths** - monitoring due by 09.07.26 (MB) – next half term.
- Digital Standards and Website** - monitoring due by 09.07.26 (MB)

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 verbal report, including safeguarding.

Number on Roll

Year R – 77, Year 1 – 88, Year 2 – 91.

Predicted numbers for September Year R – 75.

Numbers are predicted to decline over the next four years.

Attendance – 97%. All persistent absentees are closely monitored.

Q. How does the 97% compare to other schools in the area?

It was explained that there may be a number of factors affecting this, including some coding differences from school to school. The school's manner of recording is now correct.

Staffing

One teacher is leaving today. One LSA has resigned a replacement is being recruited. Planning is continuing for September.

Parent Questionnaire Results

There were 90 responses giving an even balance between the three year groups. Overall, a good report, 100% of children feel safe, lots of praise for children and staff. All comments were constructive. More alignment requested between FIS and Velmead for transition

moving forward.

There were some comments about homework and traffic in the area, familiar themes.

Behaviour is good overall, but expectation could be a little higher. The policy will be reviewed in the coming months. Some strategies have already been implemented.

Q. What is an "Assembly bench"?

A. Children chosen to sit on the bench are good behaviour models for the school.

The school is trialling a specific behaviour plan to support one child, parents and staff. There is also some external support from the Primary Behaviour Service.

Accidents and Near Misses.

There have been two biting incidents, but they are separate issues. The Headteacher has met with parents. One incident relates to a member of staff in the RP which broke the skin.

There will be intervention training for RP staff.

Attainment Data

Year 2 stats will be available this week, more information to come next term.

Phonics Screening will take place on 8th June

CPD – Ofsted briefing for staff – this will take place on 2nd June.

Policies are a work in progress.

Governors are invited for the next half term ramble.

Parent Forum – Monday 29th June.

FISA Event -12th July.

2.2 Safeguarding Monitoring Plan

A Monitoring Audit was conducted on the 11th May, this confirmed robust recording and documentation. There are several actions going forward but nothing of significance.

A Health and Safety Site Walk took place in the same week. The school's roof is now watertight. The hall floor now looks very good.

External Equipment

A Risk Assessment has been completed, the use of lower

equipment is recommended, less of a topple factor.

Pond – the decking is now solid and the water very shallow. It can be re-opened to the children. No significant expenditure is required.

CPOMS has now been purchased, this was part funded by an award from Waitrose and funding from FISA.

Q. What will be the benefit of CPOMS for the school?

A. This will enable reporting, recording and action follow up. It will enable more informed decisions.

A training session for relevant staff will be held on 2nd June – Inset Day.

2.3 Update on Lettings

Over Easter the school had taken the main holiday clubs from Velmead, who were not able to host them. The school had negotiated better terms.

All clubs are continuing, it is felt that capacity is now maxed out really. Tuesday and Friday are kept free for the school.

2.4 LLPR Report

A half day "shake" visit has taken place in addition to the ½ day visit with the LLP – everything was satisfactory.

Safeguarding monitoring and the gathering of Pupil and Staff Voice will continue, having already been underway since last term.

Phonics audit and Learning Walk – the school will move to a validated scheme from September, Little Wandle Phonics. This has very good reports and has a thorough evaluation. FISA has provided £12k of funding to get it up and running.

Q. Is this supported by staff?

A. It is a collaborative decision, with many good aspects. Governors remarked that staff need to be able to evidence the benefits. This was agreed.

The LLPR report focused on adult / child interactions. The Report has been uploaded to the hub today, governors were asked to please read the report. There are lots of positive comments. It was recognised that last year's writing target has progressed since the last visit.

A couple of actions are given which will require careful tracking, one of these is Play interactions which take

place in year R, there will be some focus on this on 2nd June.

2.5 Review transition arrangements

There is a good transition partnership with Velmead. An RP quality Assurance visit will take place in June.

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

3.1 To formally approve the schools confirmed carry forward from 2025/26 and the in year Budget Plan for 2026-27.

Year-End figures for 2025/26

	Revised Annual Budget - FEB	Period actuals	Actuals YTD
	£	£	£
INCOME			
	(1,606,599)	(40,397)	(1,654,275)
Total Staff Costs	1,260,699	107,047	1,255,178
Other Expenditure			
Total Other Expenditure	407,035	41,488	391,815
Total Expenditure	1,667,734	148,535	1,646,993
In Year (Surplus)/Deficit	61,135	108,138	(7,282) Seven thousand, two hundred and eighty-two
Balance Brought Forward (Surplus)/Deficit	51,781		51,781 Minus fifty-one thousand, seven hundred and eighty-one

Balance Carried Forward (Surplus)/Deficit	112,916		44,499 Minus forty- four thousand, four hundred and ninety- nine.
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Governors approved the figures for the 2025/26 financial year.

3.2 To approve the school's Three-year Strategic Budget Plan for FY2026-29.

Comprehensive details with commentary have been posted on the hub.

After careful budgeting some slight savings are envisaged.

There is an underspend on the PE grant of £13k, this will roll over to next year.

For 2025/26 the school made a slight surplus of £7k, against the carried forward deficit of £52k from the previous year, the financial position has improved and reduced the deficit to £44k carried forward to 2026/27.

	2025-26	2026-27	2027-28	2028-29
	255	251	241	222
	ACTUALS			
	C/C 0 2025 - 26	C/C 0 2026 - 27	C/C 0 2027 - 28	C/C 0 2028 - 29
Staffing Costs	1,242,255	1,341,468	1,428,361	1,497,262
Other Expenditure	404,738	448,188	406,229	420,691
Total Expenditure	1,646,993	1,789,655	1,834,590	1,917,953
Income	1,654,275	1,649,184	1,569,325	1,491,812
IN-Year surplus/(Deficit)	7,282 Seven thousand, two hundred and eighty- two	(140,471) Minus one hundred and forty thousand, four hundred and seventy- one.	(265,265) Minus two hundred and sixty- five thousand, two hundred and sixty- five.	(426,141)
Surplus/(Deficit)	(51,781) Minus fifty- one thousand, seven hundred and eighty-two	(44,499) Minus forty- four thousand, four hundred and ninety-nine	(184,970) Minus one hundred and eighty-four thousand, nine hundred and seventy	(450,235)

<i>Brought Forward</i>			hundred and eighty-four thousand, nine hundred and seventy	
<i>Surplus/(Deficit Carried Forward)</i>	(44,499) Minus forty-four thousand, four hundred and ninety-nine.	(184,970) Minus one hundred and eighty-four thousand, nine hundred and seventy	(450,235) Minus four hundred and fifty thousand, two hundred and thirty-five.	(876,376)

Governors approved the Three-Year Plan for submission; this was signed by the Chair and the Headteacher.

DT had completed, at governor's request, a costing summary for the RP. 25/26 has shown a surplus of funds in the RP of £56,288 but as funds receipts are sporadic and difficult to track, this could be due to timing differences.

The coming year will show the full picture for the RP, having only had seven operational months this year.

Q. Do the figures show that the school is going in the right direction?

A. We are still a deficit school, going forward we are predicting a £140k in-year deficit for next year. This may reduce; the October revision will clarify this.

The budget includes all training costs for the Headteacher and the SENCO, as well as mental health training.

Governors were informed that the new Headteacher had been congratulated on being fortunate in having DT working on the finances. Governors voiced their appreciation.

Governors felt that significant cost reductions had been achieved and implemented in the best way possible considering the loss of income from approximately twenty children.

The Deficit Management Report had also been prepared, governors were happy with the commentary that Debbie had included. This was approved and signed by the Chair and the Headteacher.

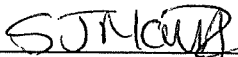
3.3 Approve the planned Capital Expenditure for FY2026/27.

After paying for the Hall floor last year the school had rolled over £400 from capital. This year's allocation is just over £7k. No funds are committed yet for 26/27

	3.4 Re-structuring update This is now completed, all involved have signed and the case has closed with HCC. New contracts will need to be provided; this will be done next half term. 3.5 Cleaning Company Quotes – MA 3.3 Four quotations had been received, including one from the current firm in situ. As this was the cheapest and all of the quotes were comparable, it was decided to stay with the same company. 3.6 Trip Payments It was stated that the current year 2's were not the best at paying for trips. Deficits were explained. 12 payments of a possible 91 were missing as of yesterday, requiring a subsidy from the school of £231. (50% covered by PE grant) Runways End activities. This doesn't include coach travel; parents take and pick up as it is very local. Year 1 – the most recent trip was Sea City – 3 of 87 didn't pay. Wild Science 4 of 87 didn't pay. Year R – Owls a cost of £3.92 – 9 out of 73 didn't pay. Office staff do phone to remind parents. Governors appreciated the concerns. Debbie left the meeting at 2.35pm, with the governors' 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: The Chair requested that any future amendments to policies be presented with the changes highlighted and tracked, enabling governors to see easily what the changes are. • Staff GDPR Privacy Notice – (next due Spring 2026) – thought to be included in the MOPP which has already been accepted. • Fleet Infant school Privacy Notice – (next due Spring 2026) • Home School Agreement – presented to parents annually via Arbor – approved and adopted.	

GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose	• Assessment Policy - due May 27. • On-Line Safety Policy – May 27 • Lockdown Procedure – approved and adopted unchanged. • Uniform Policy – May 28 • Communication Policy – May 28 • Acceptable Use Agreement (pupils, parents, staff, Governors and volunteers) – May 27 • Parents’ Use of Social Networking and Internet Sites – May 27. • Drugs Education – Approved • Remote Learning Policy – to be kept if needed. • Restrictive Physical Intervention – The confining of a child to a non-threatening environment. The school uses the Primary Behaviour Service for guidance. Thought needs to be given to a safe place to take a child. It was agreed to change the wording “seclusion” to make it clear that this is a “last resort”. • Relationships Education – PSHE – to carry forward to the next meeting.	Clerk for agenda
	4.1 Board Self Evaluation and Finance Working Party skills evaluation – available on the Hub. All governors have completed. SM will analyse and share results ahead of June meeting. It will then be decided if an additional meeting is required to discuss and agree actions.	
	4.2 New Ofsted Framework – discussed – reports on the hub and online. Governors should reflect on the questions during monitoring; it is organised under the areas that Ofsted are looking at. The Ofsted process was discussed; it is important for as many governors as possible to support the school at this time. It is also important that the Chair is present. The Chair will create a new Ofsted folder on the hub. Whole Governing board training on Ofsted preparation is booked for 14.09.26. SM will meet with the trainer (LLP) in June to ensure the training is tailored to the Board’s needs.	Clerk
	4.3 Governor training and feedback from any attended – training date booked.	

	Governors were asked to please put their training feedback onto the hub. 4.4 Governor Vacancies – these were discussed, advertising locally is ongoing. 4.5 Staff Survey It was agreed to contact FO'S to see if she still retains the questions used. This will be done in October. AOB • Governors were informed that a child has requested more poetry books in the school library. • It was proposed to re-start the School Council and invite them to meet the governors. • The Children's Wellbeing and School Act – has been provided for information. • Archiving – all of the old minutes from 2005 to 2019 are going to be stored at the record office. Also, the Confidential Minutes from 1998 to 2011 and eight school admission books which are handwritten from the 1970's.	
5.	Assess Impact of Meeting • Positive changes are taking place with new schemes for CPOMS and Phonics. • A lot of work has gone into stabilising and future proofing the budget, there have been some "good wins". • Despite the deficit situation, governors are fully appraised of the situation and able to ensure that funds are used to the best effect.	
6.	Date of Next Meeting: Thursday 25th June 2026	

Signed as a true and accurate record of the meeting 

Date 16.7.26

Matters Arising		
4.	• Relationships Education – PSHE – to carry forward to the next meeting.	Clerk for agenda
4.1	Board Self Evaluation and Finance Working Party skills evaluation – available on the Hub. Some awaiting return. Analysis was considered; this may require an additional meeting. To discuss at the next meeting and collection of evidence.	Clerk for agenda
4.2	New Ofsted Framework – discussed – reports on the hub	

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