

**Fleet Infant School
Full Governing Body Meeting**

**Minutes of the Meeting of the Full Governing Body
Held on Friday the 25th of June 2026 at 7pm**

Members:

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

In Attendance:

Linda McBrearty - Clerk

		Name					
Standing Agenda Items	1. Welcome and Apologies for Absence The Chair welcomed governors to the meeting. Apologies were received and accepted from MB and TM. 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 22nd May 2026 and Matters Arising. A query was raised concerning the wording related to CPOMS. 2.2. Kirsten asked that we add a question "what will be the benefit of CPOMS be for the school?" and then Heather's answer is as written. Minutes of the previous meeting to be approved and adopted. The Minutes were approved and adopted subject to the amendment above. Matters Arising – see table below: -						
	<table border="1"> <thead> <tr> <th colspan="3">Matters Arising</th> </tr> </thead> <tbody> <tr> <td>4.</td><td>Relationships Education – PSHE – to carry</td><td>Clerk</td></tr> </tbody> </table>	Matters Arising			4.	Relationships Education – PSHE – to carry	Clerk
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		forward to the next meeting. Item 4 of this agenda	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. Item 4.1 of this agenda	Clerk for agenda	
	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. Complete.	Chair	
CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Development Plan (SDP).	1.1	Review FGB Terms of Reference – as an aide memoire. This had been reviewed and updated by the Chair. There were no questions, the TOR was approved and adopted. The Chair will put this onto the hub.		Chair
	1.2	Review completed governor monitoring visits and visit plans for summer term:		
	Reports outstanding from Spring term: - Science (MB) complete, it was noted that there is evidence of real world application of the subject and great engagement by the children. - Music (SLW) complete, report due by 09.07.26 - History (SLW) complete			
	Summer term: Target 1 non negotiables for writing - monitoring done, report due by 09.07.26 (MCB) Target 2 SEND - monitoring done report due by 09.07.26 (SLW) Target 4 mental health - monitoring done report due			

by 09.07.26 (MCB)

- **Target 5 EYFS - complete** (SM/KK)
- **Pupil Premium, EAL, vulnerable children - monitoring done report due** by 09.07.26 (SLW)
- **Safeguarding - monitoring due by** 09.07.26 (TM)
- **Health and Safety - complete**
- **Maths - complete**
- Digital Standards and Website - monitoring due by** 09.07.26 (MB)

Governors' visits are mostly up to date. Some reports are done but still to be posted.

The Chair reported that during a visit to the Gilbert White Education Centre praise had been received from their staff for the children's listening and learning behaviour.

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 256. There will be 75 children for next year's Year R. Attendance – 97%. Safeguarding The Headteacher had an action planning meeting with the Chair this week following the Hampshire Health and Safety Audit. CPOMS has been purchased and is now up and running with both teachers and support staff having recorded incidents. This will be able to generate a monthly report for governors before each meeting. Hot weather A dynamic Risk Assessment is being completed for each day. Operational decisions were made by the Headteacher in consultation with the Chair. Sports Day has been postponed due to the excessive heat. Children who are not taken home in the afternoon are put into cared for in three air conditioned classrooms. SEND This now relates to twenty children, three of whom are working with the Educational Psychologist. The school has sought external support from the link EP to work with staff and family The school is working on an Inclusion Strategy based on	

the Hampshire model strategy. This will need to be published on the Website by December, and spending linked to this published yearly going forward.

Staffing update

All teaching positions are secured for the start of next academic year and have utilised internal staff to make cost savings. The school has also undergone some successful recruitment for support staff (replacement only rather than increase) and have this almost finalised. The staffing structure for next year will be shared in the July meeting.

SDP

Next meeting will include a full review of this year's school development plan priorities and sharing the draft school development for next year. You can expect the key priorities to include Phonics & Early Reading (implementation of Little Wandle scheme), Inclusion, Early Years, Finance & Outdoor Learning.

Maths was observed and was excellent.

Monitoring

All teachers have been observed in Maths over the last two weeks – really positive.

The RP had its first Hampshire inspection which went very well.

Accidents/near misses/Violence & Aggression

A member of staff fell and was hurt by a door opening into them. They have recovered, accident has been reported and measures put in place to reduce the risk of this occurring in the future.

Analyse and discuss attainment data

Y1 phonics and Y2 (non-stat) SATS have now taken place. Phonics percentage: Y1 90% (really positive return to expected level of attainment), Y2 re-takes 76%

Q. What is the percentage that the school aims for?

A. County and National is 82%, so our 90% is brilliant.

All internal data submitted. YR data to be submitted to LA by 30th June.

End of year data report will be presented during the July meeting.

CPD

Training took place on 2nd June INSET (Ofsted – slides on Gov Hub), CPOMS & EYFS. Teachers are currently

	undergoing a series of e-learning modules together as a team in preparation for the implementation of Little Wandle phonics in September. Our RP staff are having specific external training to upskill them from Hampshire SEN Adviser in July. Ofsted Governors were asked to pay particular attention to the language they use and its implications when talking to Ofsted, take care to use the correct terms. The Headteacher gave illustrations. There is a slide particularly focused on the language of the toolkit. Q. How are staff feeling in general about Ofsted? A. Staff felt last time that Ofsted came with an agenda and were not swayed despite the efforts of staff. Staff are now as ready as they can be. Evidence supports strategies. We are hoping that the process will be more user friendly this time. There are more aspects to the process now, its isn't limited to one word to describe. There have been no exclusion or suspensions. Governors invites next half term: Monday 29th June: Parent Forum, Sunday 12th July: FISA Family Fun Day. Governors thanked the Headteacher for her very interesting report.	
CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent	3.1 Review and Approve Budget Working Party minutes from 13.05.26 (MB) The Minutes were approved and adopted. 3.2 Review spending against the current budget plan. The Headteacher read from her copy, a copy for the hub will follow. The school is still awaiting the allocation of its mainstream funding strategy; this will be completed before Ofsted. Some Higher Needs funding is still awaited. Staffing costs are in line with expectations. Training includes the £2k subscription to the National College. Some SLA costs will vary according to contract timings. Overall, the budget is on track, there are no specific	

	concerns. Governors were reminded the PE grant will cease and must be spent before the summer term. Donations have been received from FISA. Fleet Community Hospital has given the school a donation of £2,000 which is much appreciated. A Finance Letter Has been received from HCC which governors' thought was very strongly worded. The contents have been noted. 3.3 Review and approve proposed staffing structure for September and confirm in line with current budget. This will be available for the next meeting.	
Core function 4: Statutory Duties. GOVERNING BODY ORGANISATION: efficiency and effectiveness: fitness for purpose	Policies (Inc. Ratification) The following policies and procedures have been read by the Governors with ratification to be confirmed at the FGB: • PSHE – Relationship Education – MA 4 – it is best practice to consult with parents. The school will gather the parent voice before proceeding. • GDPR and Privacy Notice – part of the MOPP – approved and adopted. 4.1 Finance Working Party skills evaluation – available on the Hub. Discuss and agree actions. Governors discussed the process taken and the outcomes. Governors would like to get together with Debbie and go through the processes that she follows in order to gain further understanding. This was approved. The Chair will liaise with Debbie next year. Finance courses available were outlined, in particular a two day course which is more in depth. Strategic Finance – Planning and Looking Forward. 4.2 Board Self Evaluation WGB effectiveness – available on hub Discuss and agree actions.	Chair.

	A lot of the statements were outstanding. Whilst the governing body is doing quite well, examples were given of areas where more expertise is required. Possibly, this includes a longer term vision for the school. Governors may wish to re-visit the School Development Plan and work collectively on strategy. This was agreed. Develop an effective relationship with stakeholders, parents and carers. The Chair has re-instated the newsletter, this is a good start, it was felt that governors need to engage more. It is good for governors to come to new parents' evenings and curriculum meetings. It was also thought that governors need to get better at asking questions. It was agreed that governors could put agenda questions for the next meeting onto the hub Noticeboard pages in advance of the meeting. The Headteacher and Chair would be able to answer as appropriate. This could then be incorporated into the minutes. Questions can still be added at the meeting. The Chair asked governors if they were clear enough on the areas that needed strengthening and the SDP areas for discussion. Governors thanked the Chair for such a thorough analysis and felt that the results of the self-evaluation were very positive. The Chair will put a Group Action Plan together. 4.3 WGB Ofsted training (14.09.26) – preparation Governors were reminded of the September date and that slides are available on the hub. Governors were asked to consider before September if they have a particular Ofsted focus area. One or two bullet points could be collated from each section. 4.4 Governor tenure and recruitment Governor vacancies were considered. SW will be leaving after September. The governing body needs to recruit one co-opted governor and one parent. New parents should be given the chance to apply before September; this will be sent out.	Chair
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	Advertisements are currently up in coffee shops in Fleet, and the school is listed on Hart Voluntary Action. 4.5 Review Governor Link roles, panel membership and discuss changes. The roles will be tweaked from September. Headteacher appraisal panel – Moira and Stephanie – 9th September. Pay Panel to remain as it is for now. The Chair will take on Health and Safety for the time being. 4.6 Review staff survey questions from 2023 – available on hub. This is now ready to go. To distribute during the third week of September. 4.7 Learning from Chair's recent independent investigation – see FIS reviewing policies document on hub. The Chair has put together a pack on reviewing policies. This shows due process and is clearly evidenced and minuted. Tracked changes will be used to upload policy documents for consideration. 4.8 Clerking plans for 2026/7 One of the Admin staff will clerk for the school until a replacement is available. Any other business Please note: Election of Board officers for 2026/7 will take place at July meeting, nominations to Clerk please for: • Chair of Board • Vice Chair of Board	Chair
5.	Assess Impact of Meeting • Governors were very impressed with the "Fantastic Phonics". • Governors are actively planning for recruitment. • Great Self-Evaluation for the Board.	

	- Governors are looking to future planning and strengthening of skill sets to progress the board. - Monitoring of the boards processes and evidence to support decision making. Thanks to all.	
6.	Date of Next Meeting: Thursday 16th July 2026 19.00	

Signed as a true and accurate record of the meeting SONIA

Date 16.7.26

Matters Arising		
1.1	Review FGB Terms of Reference – the Cahir will put this onto the hub.	Chair
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