Fleet Infant School
Full Governing Body Meeting

Minutes of the Meeting of the Full Governing Body on Thursday the 16th of July 2026 at 7pm

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

In Attendance:
Linda McBrearty - Clerk

		Name
Standing Agenda Items	**1. Welcome and Apologies for Absence** There were no apologies, everyone was present. The Chair welcomed governors to the meeting. **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 25th June 2026 and Matters Arising.** • **The Minutes of the previous meeting were approved and adopted.** • **Matters Arising** – see table below: -	

Matters Arising		
1.1	**Review FGB Terms of Reference** – the Chair will put this onto the hub. **On the hub in FGB folder, Governing Body docs.**	Chair
4.1	**Finance** 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	Chair

		year. **C/Fwd. to September.**		
	4.2	The Chair will put a Group Action Plan together. **Agenda item 4.3**	Chair	
	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. **C/Fwd. to September.**	Chair	
CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progres against School Development Plan (SDP).	**1.1**	**Review SDP Priorities for 2025/26 and assess outcomes.** This is now available on the hub. Last year's SDP will be archived. Questions were invited. Governors noted that most targets had been achieved. The colour coding was useful and the comments were really positive. Initiatives are embedded.		
	1.2	**Review SDP for 2026/7** This year's Plan is possibly more concise and in a more digestible format. From the governor's point of view, the Board will look at the monitoring and planning for next year in September. Attention was drawn to slide 7, the last page – this will be the focus and the Board will plan around that. Link governors were asked to reflect over the summer on the suggested links given and discuss these in September when the new monitoring plan is presented. Q. Is there a priority order to this? A. On the first title page, the top three items (green boxes). There is a need to include both staff and pupil voice, the Plan is lead by the Headteacher but shared by all. Q. The previous plan covered three years, is this purposefully shorter? A. The Headteacher replied that there was a need to identify what needs to be achieved in the first year, some of these initiatives may roll through to subsequent years. The strategy was discussed; governors were happy with whatever is considered to be the most appropriate in the circumstances.		

Q. The Chair asked if a time was envisaged going forward when more than one year in advance would be shown?
A. Yes, going forward.

Questions tabled prior to the meeting:

SDP
I love the new format and presentation. This looks like a very robust plan.
Q. How will progress against the targets be tracked and reported to Govs?
A. Hopefully the final page (indicators, targets, evidence & monitoring) will help guide Governors as to what to expect in each area, inform lines of questioning and see how the progress could be monitored/evidenced but a termly review will be sent to governors listing actions and their impact at milestones throughout the year.

SDP 2026

Q. Why is outdoor learning moving from every half term as it is currently, to every other half term from September?
A. Outdoor learning has only been every half term for this summer term to offset the fact that outdoor learning did not happen in the spring term due to staffing changes. So this perceived reduction is simply returning to our original offer – maintaining every half term on an ongoing basis put pressure on other curriculum demands.

Q. You mention marketing to improve pupil numbers; how can we best advertise the amazing outdoor learning space. Is there a way it can be included in open morning tours/school tours at the open evening? Or some video clips of children using the area to show at the open evening/put on socials? A. We have visited the outdoor learning space on all of my parent tours this half term and is most definitely a highlight – I will absolutely go out there on our open events in the Autumn term. Agreed we could capture more photo/video footage of the space for website/social media going forwards.

Governors felt that the document is more readable and very specific.
The SDP was formally adopted for the 2026 - 27 academic year.

	1.3 Review completed governor monitoring visits and visit plans for autumn term: **Reports outstanding from Spring term:** • Music (SLW) complete, report due by 09.07.26 – report to follow. **Summer term:** • **Target 1 non-negotiables for writing** report approved. • **Target 2 SEND –** RP visit report approved • **Target 4 mental health –** report approved. • **Pupil Premium, EAL, vulnerable children –** not monitored this term due to link governor illness • **Safeguarding –** on line safety lesson visit capturing pupil voice report approved • **Maths** – MB has completed an additional maths visit – report will be available for September meeting. **Digital Standards and Website –** MB undertook an AI trial. The result was 47/50. AI was unable to give any opinion on policies, it was noted that Equality Objectives, Governors Allowances and Charging for lettings are only reviewed every three years. The Clerk will update all website reports in August, as is the norm.	
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 written report, including safeguarding, staff welfare and staff appraisal overview.** This is in written format and was available on the hub, prior to the meeting. Governors very much liked the format; there were no questions. CPOMS Analysis Report – this was very welcome and informative. Q. What does CPOMS stand for? A. Child Protection Online Management System. Governors discussed the relative formats available. All reports are anonymised. It was accepted that there is a need to look at trends with caution, considering social circumstances, etc. Q. The CPOMS report, 16 parent contacts, is that good, or bad? A. As you see more reports, you will become more aware of the levels.	

Q. Did you go through this with the lead on Safeguarding (Tamaryn)?
A. Yes, the discussion had taken place.

Questions tabled prior to the meeting:

CPOMS report
Q. What sorts of things fall into the following categories?
Cause for concern
A. Cause for Concern Subcategories:
Domestic Abuse, Emotional Related, Home / Parenting Issues, Neglect Related, Physical Related, Sexual Related Parents
Contact with Parents Subcategories:
Email, Face to Face Meeting, Telephone Call
Mental health and wellbeing
Self-harm, anxiety, emotionally based school avoidance, significant life event causing emotional reaction

HT Report

Q. Do the purchases mentioned account for all of the sports premium funding, or is there still more funding to be spent? A. We had approximately £30k to spend including carry forward from last year, we have spent approximately £22k of this to date.

Parent forum minutes
Q. Were there any responses/actions to the HT section questions?
A. Homework and Rewards are under review for next academic year – any changes will be communicated with parents/governors as appropriate.

Q. How many members of staff will have had the Team Teach (physical intervention) training after the training on 20/7. Will the staff member who recently had to use physical intervention who had not already received the training receive it on 20/7? A. We currently have two trained members of staff and propose to train three more on 20/7. Yes.

Not a question, but it's really great to see that staff have been allowed to attend their own children's events, in aid of staff wellbeing.

It was agreed that a CPOMS Report which would try to show previous months and trends would be generated for September. Overall, governors were

very pleased with the new information.

2.2 **Analyse and discuss attainment data –** data and report pack available on hub prior to meeting

Year R report

Q. Is the GLD target not being met accounted for by the children not on track? What plans are there to support children not on track next year?

A. The in-school target of 90% set by FIS was very aspirational compared with the national average GLD of 68% with a national target of 75% by 2028. Excluding data from children in Heron Class, Year R achieved 85% GLD this year. We continue to focus interventions and additional support for those working towards the expected standard and have discussed these children in handover meetings to ensure a smooth transition to Year 1 with appropriate support/adaptations in place.

Year R report

Q. Is GLD different from 'on track'? The numbers don't seem to match. For example, if we look at the figures without Heron class, the report shows nearly all areas from over 90% of children 'on track' (apart from 2 areas which are at 89%) but the overall GLD for the year is 85%.

A. Good Level of Development' is a measure whereby a child needs to have achieved the expected standard (be 'on track') in all areas within Personal, Social and Emotional Development, Communication and Language, Physical Development, Reading, Writing, Number and Numerical patterns. So, for example, if a child has one of the above areas where they are still 'emerging' i.e. in Writing, they will not achieve the GLD.

Year 1 Report

Q. There's a significant attainment gap for PP pupils in year 1 in Reading and Writing. What are the greatest barriers here? Staff time, parent engagement, funding? The report mentions that they have made good progress recently; did these gaps form earlier, either in year R or the beginning of year 1?

A. Six of the seven PP children in Year 1 did not make the expected standard in Reading or Writing. One of these children attends our RP, another child has significant SEND and is awaiting an EHCP and potential move into

		our RP. Two children are supported for their EAL which is a barrier to their Literacy development and one joined the school in May. Nevertheless, this is an area we need to ensure a sharper focus for next year. Q. There is a drop in Writing EXS+ from 76.8% in Spring to 74.4% in Summer. Do we know why that is? A. A new child joined us in May who was working towards the expected standard. It was great to see brilliant figures for both Year R GLD and Year 1 PSC compared to both Hampshire and Nationally! <u>Pupil Premium Tracker</u> Q. With the staffing changes next year in mind, how will PP children be supported next year? A. DHT will maintain oversight of these children and continue tracking and monitoring of their progress closely. However, due to the reduction in DHT capacity due to 2 days teaching, the direct work with these children is already planned to be delegated to someone else 0.5 days per week. <u>Year 1 and 2 reports</u> No specific questions. It is evident from the outcomes that despite the staffing challenges we have had to face due to budget constraints and the numbers of children with known or emerging needs, staff have adapted interventions to individual children's needs and worked very hard to achieve really good results. **2.3 Arrangements for school opening in September.** This is included in the Headteacher's Report. **Inset day – Safeguarding – governors invited to attend. 1st September 10.30 -12.30.** 2.4 **Ensure that the Safeguarding Audit and Action Plan are on course for audit by 30th September 2026.** Tamaryn and Sue have arranged a date for 10th September with HC. **2.5 Pupil Survey.** This is still underway. Pupil conferencing is being carried out with a range of children. This will be available for the September meeting.	HT

CORE FUNCTION 3: Overseeing the financial performance of the school, making sure its money is well spent	3.1 **Review spending against the current budget plan for the first quarter of the year until the end of June.** This had been made available on the hub prior to the meeting. Governors thought the commentary very useful. The following points were discussed:- **Income** • IO3 – high needs top up – removal costs for an IP child. • I12 – Parental contributions for trips • I15 – FISA donations – various. **Expenditure** • Staff expenditure • EO8 - Expenses received as expenditure – includes apprenticeship levy. • E19 – Learning Resources – includes pre-purchases for September. Expenditure on Little Wandle Phonics - £10k – includes advance spending for resources, licences, etc. • E20c IT Learning Resources – subscriptions £1,500 also covered by FISA. • E22 – Admin also covers new signage – overall expenditure as expected. There may be some adjustments for the Inclusion Mainstream fund. More funding is expected in the Autumn term and there may need to be some adjustments to suit this. Q. The SDP targets a 20% reduction of the deficit for the year end March 27. Does that tie back to this? A. The Headteacher will check with Debbie that this is a realistic timeframe and also aspirational and will report back. <u>Staffing academic year 2026-7</u> Q. Are there any implications with having a HLTA cover a year R class for a whole day? A. No, we have made this change to gain greater consistency for children and increase opportunities for the class teacher to liaise with parents at the end of the day and to stay after school to carry out duties of the role. The HLTA will still not exceed 2.5 days of planned teaching/cover over the course of the week and will have	HT

a full hour's lunch break.

Budget

Q. Do we know the cost to the school of the HT recruitment process (including the associated training) and did we receive a reduction form the second round of recruitment?

A. £1,265 at the end of the last financial year for recruitment. Nothing yet received for 'round 2' (we do have 80% of costs included in the budget). Our 25/26 HIAS report also included 3 days of School Improvement Partner (SPI) @ £2,457 dated Feb 2026 – this also was included in our final 25/26 figures.

For 26/27, HIAS have sent confirmation of 2 x 3.25hrs of SIP time for 20 Apr / 13 May though these costs won't be seen until the end of the financial year.

No additional costs yet included in our actual numbers for this year.

Budget monitoring

Q. Total expenditure is some way below the expected 83.3% for this point in the year. Is that mainly due to annual subscriptions that have already been paid or is there another reason?

A. The level of expenditure is mainly driven by the timings of costs – there are some SLA's (service level agreements) which are paid annually and others monthly, we have received the costs for the majority of the high value SLA's already this financial year. Most IT costs are paid either during the Summer term of at the start of September, few costs after that. Additionally, within curriculum, we have purchased a new phonics scheme for the whole school and also stocked up for the start of the new school year in September. We also have commitments set up for the annual costs for cleaning, catering and photocopying so are also seeing the impact of these. When HC and DT review the budget it is done at an expense line detail and each variation checked.

3.2 **Review and approve proposed staffing structure for September and confirm in line with current budget.**

There have been no changes to the structure previously reported on. Overall, there are savings on the structure this year. **The structure was approved**.

Q. How is the SENCO training going?

	A. This has not yet been started, we are looking at the best timing, we have an allowance of three years. 3.3 **Receive a report on any issues relating to Strategic Financial Planning for the next academic year.** There are no issues, everything has been covered. 3.4 **Quotations for any proposed works.** There are no proposed works for the summer holidays. 3.5 **Lettings -income update.** The school has recently taken on one additional club.	
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 – currently out for parental consultation. Now completed. Approved and adopted. • Phonics and early reading policy Q. Is this a new policy? If so, how was it developed? A. Yes, this policy is developed by Little Wandle and personalised to FIS to ensure it accurately reflects our practice given the change to this scheme from September. • Relationships Ed Policy Q. What changes have been made as a result of the parent/carer consultation which has just taken place? A. -Body autonomy and consent now mentioned specifically within the aims section -Online safety is now a separate element within aims to reflect it's growing importance -Greater detail around what the SCARF programme is. 4.1 **Election of Board officers for 2026/27.** • **Chair of Board** The Clerk called for nominations for Chair. There was one nomination, Sue Martin. **Sue was elected unanimously as Chair with a show of hands.**	

- **Vice Chair of Board**
  The Clerk called for nominations for Vice- Chair. There was one nomination, Moira Bamfield.
  Moira was elected unanimously as Vice – Chair with a show of hands.

4.2 **Governor tenure and recruitment**
Governors were sorry to hear that Simon will be leaving the Board after September.
Governors discussed possible movement of governor roles to enable more parental governor recruitment from September.
Governors discussed possible business contacts who may be useful.

4.3 **Agree Board self-evaluation actions**
This was approved and adopted without change.
Governors were asked to try to come to Parents Meetings in September, if possible.
Governors will look at the Induction Pack in the autumn.

The board Strengthening spreadsheet was discussed; this has been put onto the hub and will provide more evidence for Ofsted.

4.4 Any other business

- The corporately produced Ofsted checklist is now on the hub for governors to look over during the summer. Please choose a couple of points per section for the whole board training in September. This been sent to the SIP at her request as she wishes to share it with other Hampshire schools.

- The Hampshire statement on its approach to inclusion is also on the hub for reading.

- It was agreed that the Pay Panel will meet just before the October FGB meeting. A very short meeting to confirm the process was followed for teacher's pay. The panel will also meet prior to the November meeting to ratify the Head teachers appraisal process.

5. **Assess Impact of Meeting**

- Governors thought that the Headteacher's report was very valuable to have in advance and enabled questions and answers in advance of the meeting.

	• Governors were happy with the reports and specially liked the colour coding. CPOMS is a really good addition to the reports. • Governors liked the new School Development Plan being concise and easy to read. Governors congratulated Heather on a great start at Fleet Infants. Heather thanked the governing body for making her so welcome. The meeting closed at 8.10pm	
6.	**Date of Next Meeting: Thursday 17th September 2026**	

Signed as a true and accurate record of the meeting SJ Mann

Date 26.9.26

Matters Arising		
MA4.1	**Finance** 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. **C/Fwd. to September**.	Chair
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