Fleet Infant School
Full Governing Board Meeting

Minutes of the meeting of the Full Governing Board
Held on 17th September 2026 at 7pm

Members:
Moira Bamfield (MCB)
Michael Borello (MB)
Heather Champman – (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:
Melissa Cutler – Clerk (Temporary)

Standing Agenda Items	Name
1. **Welcome and apologies for absence** No apologies everyone present. The Chair welcomed governors to the meeting.	**Chair**
2. **Declaration of pecuniary/conflicts of interest** There were no conflicts of interest associated with this agenda	**Chair**
3. **Minutes of the meeting of 16th July 2026 approved and adopted**	**Chair**

Matters arising from Minutes of meeting 16.07.26

Section 3.1 Budget – Change name "Nickki Rickman" (appears twice) to "School Improvement Partner" - SM to update and upload to website.

MA4.1 Finance – Governors meeting with Debbie Tucker to go through the processes that she follows in order to gain understanding. Meeting scheduled for 14th October 2026. KT may not be available, others to report back to her on their findings. **Action complete**

MA4.6 Review staff survey questions from 2023 – ready & to be issued next week – carry forward to October meeting.

2.5 Pupil Survey **Action complete**

Q: Where did the questions originate?

A: These questions were created by the Headteacher, with regard to guidance from The Key and possible Ofsted themes. Aimed to ensure there was coverage of both safeguarding and learning themes as well as a couple of questions around behaviour so that pupil voice could feed into our behaviour policy review.

Q: Given that children found 2 of the questions difficult to know how to answer, will you use different questions next year?

A: Yes.

3.1 STD target – 20% reduction of the deficit for year ending March 2027. This target is retained. The Headteacher reviewed this with Debbie Tucker and agreed that it is both aspirational and achievable. **Action complete**

Core Function	Agenda Items	Name
CORE FUNCTION 1: Ensuring clarity of vision, ethos, and strategic direction. Progress against School Development Plan (SDP).	**1.1 Review and agree school vision** SM asked Headteacher how she feels about it as new Headteacher as she hasn't changed it. HC confirmed that she feels it's understood well by the children and the wider school community, is strong and relevant, and she feels that focussing on embedding the existing vision rather than creating a new one will achieve more benefit. **1.2 School Development Plan updates and review current SEF** Q: Following our WGBT last night, I think it would be really useful for govs to have a folder with hard copies of key documents in, to which we can refer before and during our conversations with inspectors. Can we start off the folder with a copy of the SEF and SDP please. A: Yes, it was agreed to have a folder in staff room for PDP & SEF for use with OFSTED etc. Governors felt the SEF is a useful working document. HC volunteered that she should perhaps have graded each strand – this may need to be added? Q: What are the Rosenshine principles? A: Rosenshine's Principles of Instruction are 10 research-based teaching strategies that emphasise **small-step learning, regular questioning, modelling, guided practice, and frequent review** to help students build knowledge and skills effectively. This links with the school's previous Ofsted action around children retaining and recalling prior learning. Q: In Early Years, what is the ShREC approach? A: The ShREC approach (**Sh**ared attention, **R**egulation, **E**ngagement and **C**ommunication) is an early years framework that focuses on developing the foundational interaction and communication skills children need for learning, particularly through responsive adult-child interactions.	

1.3 Agree school policies review schedule

SM & HC are working on this currently, with a view to bringing it to the October meeting. They will clarify what needs to be achieved this year. The plan will be to spread the policy reviews for future years so not all policies are due for review in September.
SLW feels Govs do need to review all policies.
SW – acknowledges that a Governor can easily fall behind with compliance on Governor Hub in Sep, and that spreading the policy reviews over the year would help with compliance.
Also, it was queried, can any policies be amalgamated in terms of review?

Q (MB): do we have a schedule of what is due when for review on website?

A: Yes, SM has been working on this, for October meeting.

SW & MB – talked about using co-pilot to review website and policies – could we rename them, highlighting when each policy is due for review, to assist with this in future?

1.4 Agree adoption of MOPP and associated policies

All in agreement to adopt.

1.5 Safeguarding Governor focus for 2026-7 monitoring

TM – introducing a live monitoring folder – all to add questions prior to meetings.
Safeguarding training on Governor Hub – who needs to do this? SM did it over summer. About being a Safeguarding Governor & quite long. TM will add information to the Safeguarding folder so other Governors can see what it covers.

Q(MB): Do Governors need to re-do DBS checks at any particular interval, what is good practice around the regularity of re-doing DBS checks on Governors?

A: TM to discuss with Jayne and confirm.

1.6 Proposed change to SLT structure

Headteacher report – JT (Deputy Head) retiring at October Half Term. Internal staff to step up to cover her 2 day teaching commitment. Recruit from January. This presents an opportunity to review the leadership structure with a view to cost-saving, perhaps recruiting an Assistant HT (& SENCO) on 3.5 day contract rather than a Deputy Head on 5 days. L1 grade suggested.

Replace teaching commitment (2 days per week) separately – this would have no direct impact on the budget as AA not replaced when left. Will save £9.5k in 2027-28. Temp SENCO while recruiting – Katie Madlin? Acting up allowance would be required.

Q (MB): is 3.5. days just for SENCO role or is the role wider in scope as Assistant HT(i.e. governance, etc)?

	A: No HC confirmed that the SENCO role would not take 3.5 days per week, the SENCO workload is quite light at Fleet Infants, 14 children currently on SEN Register, so undertaking wider Assistant HT duties on 3.5 days per week would be feasible. Permission requested to begin advertising from tomorrow, and for SLW to be involved in the recruitment process as Governor. Approved to go ahead.	
CORE FUNCTION 2: Holding the HT to account for the educational performance of the school and its pupils.	**2.1 Receive Head Teacher report – verbal – to include attendance, safeguarding, behaviour, suspension/exclusions.** Q (MB): Benedicts Law, are we in compliance and how do we know? A: All staff have been training, the school has purchased the required epipens, adapted seating plans in the canteen, kitchen staff are trained and aware. JG and LW to devise a flow chart, to safeguard the staff in applying EpiPens on children. SM will check. This will be a visual chart of actions to take in an anaphylaxis emergency. Something like this is not included in DFE or Hampshire policy / information. To bring to Oct meeting. SLW – feedback was that the Governors liked format of the Headteacher report. **2.2 Confirm safeguarding audit on track for end September** The school is in good place re: Safeguarding compliance. The audit findings are on Governor Hub. Governors to approve the audit at next meeting to give sufficient time to read it. Deadline 30th September. Target is to ensure that 100% staff confident to log in to CPOMS. HC is going to check that all staff have accessed the system. New Worry Monsters introduced – a few, distributed around the school. Audit to be ratified at October meeting. Q (KK): Headteacher combined with DSL role, other Headteachers have expressed that this too much work – and it's becoming more commonplace for another staff member to take on DSL role and Headteacher being a DDSL. Is this the case at Fleet Infants? A: HC confirmed not, the DSL role is manageable alongside the HT role. "It does happen here" but instances are quite small in number, i.e. one referral since she's started. Her report will cover this, Governors will have oversight at every meeting. Q (KK): how do you share information and consult with DDSLs – i.e. shared mailbox?	

	A: HC confirmed that in such a small school this is done more via staff knowing who to go to in the instance of the Headteacher's absence, but that DDSLs are involved in reviews, and meetings for internal monitoring etc. Headteacher fed back on the Learning Walk undertaken earlier in the week. Really positive feedback given, the only area to improve is ensuring that more vulnerable learners should be seated more strategically during learning, i.e. nearer to the teacher? **2.3 Receive SEN report** Not received, however this is covered in SEN section of HT report. 3 new children introduced to the RP, fitting in well, needs identified already. SM to Re-title this section "Review of how new SEN students settled in" or similar. **2.4 Approve school critical incident/emergency plan** Q: Do we have a copy of the flow chart (p3) up in the staff room? A: Yes. Q: When do the critical incident management team meet? A: The team will meet annually to review the procedure or after any critical incident or significant change e.g. to staff/building/local content Q (MB): Who owns this document? Should this info be displayed in each classroom? A: Headteacher own the plan. Action: Check where this document is currently sited within school and ensure it's visible in various locations if not already. Additional Governor feedback (MB): document still mentions Monique Clark, p.12, her name needs updating. School crossing patrol reference could be removed? When JT leaves many updates will be required to this document. Also queried are there really home numbers listed and if so, why? Should they be removed? Governors confirmed they don't need to re-review this document, assuming updates are made as discussed. **2.5 Approve plan for off site visits** Q: Given the significant amount of the unpaid costs for the more expensive off site visits, should we be continuing these more costly trips? What is the enrichment benefit vs the costs balance? A: Runways End (Year 2 trip) will not go ahead this academic year due to the costly nature of the trip which was previously offset by Sports Premium funding which we will no longer receive. This trip will likely be replaced with an onsite visitor/workshop as	

	Year 2 already have one off-site trip within the year. We are keen for off-site visits to continue due to the valuable enrichment benefits, cultural capital and wider social development it adds for our children but we do recognise that falling short with parental contributions is not sustainable. We will look to extend notice given to parents ahead of payments being due and liaise with FISA (PTA) to discuss how they may be able to support us with funding/covering the shortfall of these valuable opportunities going forward. Q (KK): Can FISA money be used to support the cost of trips? A: The school is looking to extend notice periods given to parents when requesting contributions for trips. The school will also ask FISA if support may be available. Q (TM): Could the school request payment for trips annually in advance? Word it as a request for a donation. A: To be considered.	
CORE FUNCTION 3: **Overseeing the financial performance of the school, making sure its money is well spent**	**3.1 Review expenditure against budget** I03 – High Needs funding, more money in than expected I06 – FSM funding, received 12k less than expected. HCC contacted, awaiting response. Other lines tracking as expected. Staff pay increases not yet paid, but when paid will be backdated so will be as budgetted. Utilities – water and sewage high, gas and electric low so far, balancing out. Medical supplies – over budget (due to Epipens purchase) – will need to increase budget line to reflect ongoing costs. PE grant ended. No current concerns – budget review working party taking place 14th Oct. No outstanding unpaid invoices. 3.2 **Review costs of any work done over summer holidays** Under £5k so no Governor approval was needed. Tomorrow playground markings to be applied, sensory trail, emotion check-in station, etc. to use unspent sports funding. **3.3 Agree priorities for budget working party and budget review** Continue with deficit recovery planning, review impact of staffing re-structure **3.4 Evaluate resource and budget control of SEN provision** Capacity 9 children so on track with plan. PP strategy to be added to yearly planner. SM to add to agenda for November?	

4. STATUTORY DUTIES: Policy ratification	• Complaints policy (3 yearly due 2026) **Ratified** • Staff Code of Conduct- MOPP adopted (yearly due 2026) **need to remove MC name, otherwise Ratified** • Staff Disciplinary policy – MOPP adopted (yearly due 2026) **Ratified** • Child Protection Policy (yearly due 2026) **Ratified.** Thorough review undertaken and good that changes clearly highlighted – positive feedback. Please continue to issue policy amendments with changes clearly identified in future. • Special Educational Needs and Disabilities policy (yearly due 2026) **Ratified** • Supporting children with Medical Conditions policy (yearly due 2026) **Move to November meeting** • Freedom of Information statement (3 yearly due 2026) **Ratified** • Appraisal Policy – MOPP adopted (yearly due 2026) **to be considered in October meeting** • Recruitment Policy – MOPP adopted (yearly due 2026) **Ratified** • Safeguarding procedure and guidance (yearly due 2026) **Ratified, however top of page 40 error in wording "checks on child" to be corrected.**	
5. STATUTORY DUTIES: Governing Board Organisation efficiency and effectiveness, fitness for purpose	**5.1 Review and approve governing board Terms of Reference** Approved **5.2 Review and approve governing board Code of Conduct** Approved - SM will sign on behalf of Governors **5.3 Adopt Governors Good Practice Guide** Approved, HCC one out of date. **5.4 Confirm compliance declarations are completed on Governor Hub** Confirmed - SM to add to website **5.5 Agree link governor roles and visit schedule** Link Governors: Priority 1 – Phonics. MCB – nothing about Learning Plans (second OFSTED recommendation) – could this be added? MCB to evidence it as part of her report. Priority 2 – Inclusion. SLW to be re-named as Inclusion Governor with a wider remit than previously. In next week to do finance meeting, and can book appointments on inclusion. Priority 3 – Early Years. No change Priority 4 – Finance. No change Priority 5 - Outdoor Learning. Currently no link Governor -KK to do this going forwards. Visit Schedule:	

	Safeguarding is underway -TM H&S - SM Maths – MB Website has been added to safeguarding role (TM) Curriculum – JB to co-ordinate this, with a view to stop bringing staff out of teaching to talk to Govs, report to be presented via JB from staff, to include questions Govs would have asked. JB to report back responses, adding the report to Governor Hub before meetings. Each curriculum lead to write a paragraph on their subject, spread across the year. SM to update link gov roles on Governor Hub. **5.6 Confirm Pay Panel participants and elect Chair** MB, TM, KK elected as pay panel, Chair = MB. **5.7 Confirm Head Teacher Appraisal Panel participants and elect Chair.** SW & MCB, MCB = Chair. **5.8 Review governor tenure and ongoing recruitment** SM updated that all avenues have been pursued, no applicants have been forthcoming so far. SM Proposed to co-opt a parent governor. i.e. TM? Jayne to go out to parents to elect a replacement Parent Governor. KK nominates TM for Co-opted Governor, SLW seconded. TM is officially co-opted.	
6.	**Any other Business** Q regarding CPOMS – 3 incidents remain open – is this ok? A: HC said that she is still monitoring these, actions are ongoing therefore it would be inaccurate to close them. SB was thanked for his tenure, he thanked the school and other governors for their support and the experience etc. KK has been co-opted therefore Governor Hub needs amending. SM has tidied Governor Hub. SM – called for Governor reps to be visible at parent events, to demonstrate parental engagement: MB to attend Phonics event on 29th September SLW to attend Parent Consultations 3rd November TM to attend Parent Consultations 5th November	**All**

7.	**Assess Impact of meeting** Comments received as follows: Acknowledged that this is a particularly busy time – MB Strong plan in pace to address deficit in budget - SLW New curriculum monitoring looks good – All Governors	**All**
8. Date of next meeting:	**22nd October 2026 7pm**	

Signed as a true and accurate record of the meeting SJNCWA

Date 22-10-26

Matters Arising		
MA 3.1	Budget – Change name "Nickki Rickman" (appears twice) to "School Improvement Partner" - SM to update and upload to website.	**SM**
1.3	Agree school policies review schedule	**SM** **HC**
2.1	Allergy policy – for review and ratification	**HC**
2.2	Safeguarding Audit to be ratified	**TM**
2.3	Wording of SEN report to be altered on September agenda	**SM**
3.4	Check Pupil Premium Strategy is on November agenda	**SM**
4	Carry forward Supporting Pupils with Medical Conditions Policy to November agenda	**SM**
4	Appraisal Policy – carry forward to October meeting	**HC**
5.4	Confirm governor compliance declarations now on website	**SM**
5.5	Confirm governor link roles and status updated on Governor Hub	**SM**
5.8	Confirm parent governor election underway	**SM**