

Minutes

Full Governing Body (FGB) meeting

Tuesday 16th September 2025 09.30am – 10.50

Held at New Milton Infant School



Present:				
Name:	Role:	Link Governor responsibility:	Constitution:	
Simeon Woodcraft (Chair)	Chair		Co-Opted	
Amy Wake (HT)	Headteacher		Headteacher	
Matthew Goodin (MGo)		Health and Safety and Premises Development and Training (DTG), Computing	Parent	
Geoff Butler (GB)		Standards	Co-Opted	
Wynford Davis (WD)		Risk Management	Co-Opted	

Apologies:				
Elizabeth Keast (EK)		Child Protection and Safeguarding	Co-Opted	
Carole Coomber		Inclusion (including SEND, G&T, EAL) Pupil Premium	Parent	
Trevor Martinson			Co-Opted	

Absent:				
Kim Hyde		Finance	Co-Opted	

In Attendance:				
Caroline Wakeham (SAO)	Senior Admin Officer		Staff	
Charlotte Glanville (Clerk)			Clerk	

Red denotes challenge or questions

Green denotes actions

Blue denotes updates

Purple denotes support

1 Welcome, apologies and quorum				
	The Chair welcomed the governors to the first meeting of the new school year.			

1.1	Receive and, if agreed, accept apologies for absence Apologies were received and accepted from WD, TM and CC. KH was absent.		
1.2	Confirm the meeting is quorate – attendance of at least 50% is required The meeting was declared quorate with over fifty percent of elected Governors present at the start of the meeting.		
2 Pecuniary interests and Declarations			
2.1	Declaration of Pecuniary interests for this meeting No pecuniary interests in the items of the agenda were declared.		
2.2	Governors were asked to check their entries on Governor Hub, and keep their details up to date through the year. (01/16092025).	All	Open
3 Minutes of Last Meetings			
3.1	Approve minutes of last meeting. There was a minor change to the minutes. The HT said that in 5.1, the wording should be changed to show a new EYFS team but not a new leader. With that change the minutes were approved. This was completed after the meeting. The Chair will sign off the minutes (02/16092025).	Clerk Chair	Closed Open

3.2 Matters arising from previous meetings

Actions arising from meeting held 5th November 2024

09/05112024	EG will draft a cybersecurity policy A new system is being introduced, and policy will follow once this is in place. EG will hand this over	EG	Open
-------------	---	----	------

Actions arising from meeting held 4th February 2025

05/04022025	It was agreed that CW will create a list of all contracts. Ongoing	CW	Open
-------------	--	----	------

Actions arising from meeting held 10th June 2025

06/10062025	PE Leader to be invited to FGB 15 July for PE/Sport Premium provision update.	Chair/	Open
-------------	---	--------	------

	This is c/f to Autumn 2 FGB.	Clerk	
--	--	-------	--

Actions arising from meeting held 15th July 2025

01/15072025	The minutes from the meeting of 10 th June will be e-signed by the Chair.	MGo	Open
03/15072025	Feedback from Governor Forum meeting As CC was not present this was carried forward to Autumn 1. Carried forward to Autumn 2.	CC	Open
04/15072025	Prospective new coopted governor appointments MGo will invite Trevor Martinson to go in to the school for admin and his DBS check.	MGo	Closed
07/15072025	Staffing will include DHT cover time in future reports.	HT	Open
09/15072025	The Risk Register review will take place in Autumn 2 meeting.	WD/All	Open
12/15072025	MGo will book the WGB training. Tuesday 3 rd March 9.30 – 12.30 suits all but one governor. The subject is Developing a Strategy. MGo will contact Governor Services to set it up.	MGo	Closed
13/15072025	Anti Bullying Policy Q Does it cover children or include staff and parents? The opening statement suggests it covers all, not just children. The HT said she will look into this. It will be brought to the Autumn 1 meeting. Carried forward to Autumn 2.	HT/Clerk	Open
14/15072025	It was agreed that policies approved at the FGB will remain in the meeting folder, with a link to a Policies folder. This retains a record of approvals at the meetings. Chair and Clerk to discuss.	Chair/ Clerk	Closed

3.3	Any urgent matters arising. There were none not covered in the agenda.	
4 GB membership and admin		
4.1	Headteacher Performance Management Panel (HTPM) – agree membership and meeting dates. The members are: CC, SW and LK. Meeting dates TBC (03/16092025).	Chair, CC,LK
4.2	Pay and Performance Management (P&P) Committee – agree membership and meeting dates The members are: GB, SW, TM and CC. The HT will organise meeting dates (04/16092025).	HT
4.3	Prospective co-opted governor Ruth Bailey CC had met with Ruth to discuss the role on the board. She was elected unanimously. The Clerk will set her up on Governor Hub and HSS. (05/16092025).	Clerk

	There is also a vacancy for a staff governor. The only volunteer was the SAO and the governors were delighted to welcome her onto the board. The Clerk will set her up on Governor Hub and HSS (06/16092025). There is also a vacancy for a parent governor.	Clerk
4.4	Agree Link Governor roles and appoint The Clerk will create a list of current roles and this will be discussed at the next meeting (07/16092025). It was proposed that TM or KH will be Finance Link. The Chair will speak to them both (08/16092025).	Clerk Chair
4.5	Update register of interests All governors were reminded to keep this up to date on Governor Hub (09/16092025).	All
4.6	Agree Instrument of Governance This was agreed.	
4.7	Agree delegation of powers • Governing Body Decision Planner This was agreed. • HT financial limits ○ The HT delegated financial limit remains at £10,000. This was agreed.	
4.8	Agree GB Code of Conduct This was adopted	
4.9	Adopt HCC Governors Good Practice Guide This was adopted.	
4.10	Ensure governor details (including attendance) are current on school website.	
4.11	Implications of the KCSIE update on our safeguarding policy and ensure governors are up to date. This was discussed and all governors reminded to ensure they are up to date with KCSIE (10/16092025). The changes from last year are listed in annex F.	All
5 Head Teacher		
	The HT informed the governors that the school is contactable over the school holidays in a special email address. There are sufficient paediatrics and first aiders in the school.	
5.1	Receive written report to include:	

	• Executive summary • Strategic priorities • Safeguarding (incl. KCSIE update) • Admissions • SEND • End of year progress and attainment outcomes • Issues arising from Sidney data • Staffing The HT had received no questions. The proposed PAN for 2027 is 60. This was agreed by the governors. The HT will now apply for this change, by 22nd of September. Q Is the new structure right to support this? The HT said yes. A governor noted that the quality of teaching and improvement in maths has been great. The HT said there are grants available for a school based nursery, which must be applied for by the 11th December. The governors agreed that the HT should investigate this and she will feedback at the October FGB (11/16092025). A governor said that getting a business case together by the October meeting will be tight. The HT said there will be so many benefits to having it, including for SEN children. Q Will we have our own or take over the existing set up? Are they aware of the possible change? The HT said that they had approached the school and discussions are ongoing. A governor added that we must aim for a smooth transition with no bad feelings. Q What are the benefits? The HT said no financial benefit. It will help with subsequent admission to the school, and the Capital funding will upgrade the school buildings and facilities. She added this is the right time to take it on. Q How many children are there currently? The HT said 40. Q Will there be the same number if we took it on? The HT said she does not know enough to say. A governor added that this should be explored as we could take it over assuming there will be 40 children and if it was 20 the business case would look different. The HT will be having a meeting with GB to break down the pupil progress and attainment data.	HT/ Clerk
--	---	-----------------------------

5.2	Q There seems to be an upward trend each year? The HT said YrR showed an improvement on last year but it is not yet a trend. The governors agreed that the results were looking really good. The HT said that attendance has improved. Q Has there been any change in early YrR non-attendance? The HT said they are doing a lot of work towards getting children used to coming to school, including short days. The Safeguarding visit with the HT is on Friday. SEF and SIP The HT said the SIP is in draft and will be presented at the next meeting (12/16092025). Q Does the SEF need to be redone in the light of Ofsted changes? The HT said there is no requirement to do so but we will.	HT/ Clerk
6 Pupil Premium		
6.1	Receive review of PP strategy c/f to next meeting (13/16092025).	CC/ DHT
7 Finance		
7.1	Review / monitor spending against current budget plan The report is as at the end of August. The SAO walked through the report with the governors. She pointed out the increase in income on school meals. There is one fewer teaching staff from September. The reduction in staff salaries will balance out against the higher expenditure. The new catering is doing well so far. We hope to increase the number of children having school meals. The SAO reported that the new set up is meeting expectations. All fresh vegetables (except peas) and good presentation. The SAO said she will prepare a budget revision from the end of September, following the restructure (14/16092025).	SAO
8 PE/Sports premium provision		
8.1	Update by PE leader Covered in HT report	

9 GB Training and Development		
9.1	Review governor safeguarding training Q Must all governors have training? LK said yes. There is a three hour new course and a one hour refresher course (15/16092025).	All

--	--	--

9 Policies		
10.1	Confirm adoption of Manual of Personnel Practice Approved	HT/ Clerk
10.2	Review Positive behaviour and relationships policy Carried forward (16/16092025).	
10.3	Review remote learning policy Approved	
10.4	Safeguarding policy Approved with a minor change – updated in line with KCSIE.	
10.5	Child protection policy Approved	
10.6	First Aid policy Approved	

11 Evaluate Governing Body impact		
11.1	What impact will this meeting have on our children? • Policies have been agreed • Ensuring the continuity of the governing body • The appointment of some Link Governors • Keeping children safe • Looking for strategic change re the nursery	
12 Key Dates and Times		
12.1	Schedule of governor meetings for 2025-26 See Appendix 1 for all future meeting dates.	

Meeting	Autumn	Spring	Summer	Start time	Finish time
FGB	16 Sep 25			09:30	11:30
FGB	21 Oct 25			09:30	11:30
FGB	9 Dec 25			09:30	11:30
FGB		10 Feb 26		09:30	11:30
FGB		17 Mar 26		09:30	11:30
FGB			12 May 26	09:30	11:30
FGB			9 Jun 26	09:30	11:30
FGB			14 Jul 26	09:30	11:30
P&PM Comm					
P&PM Comm					
HTPM panel					
HTPM panel					
HTPM panel					

Appendix 2 – Actions arising from today's meeting

01/16092025	Governors were asked to check their Declarations of Pecuniary Interests entries on Governor Hub, and keep their details up to date through the year	All	Open
02/16092025	The Chair will sign off the minutes from the last FGB 15 th July	Chair	Open
03/16092025	Meeting dates for Headteacher Performance Management Panel TBC	Chair, CC,LK	Open
04/16092025	Meeting dates for Pay and Performance Management (P&P) Committee TBC	HT	Open
05/16092025	Ruth Bailey to be set up on Governor Hub and HSS.	Clerk	Open
06/16092025	Caroline Wakeham (SAO) to be set up on Governor Hub and HSS.	Clerk	Open
07/16092025	Create a list of current Link Governor roles and proposed changes to be discussed at the next FGB.	Clerk	Open
08/16092025	It was proposed that TM or KH will be Finance Link. The Chair will speak to them both.	Chair	Open
09/16092025	All governors were reminded to keep the Register of Interests up to date on Governor Hub.	All	Open
10/16092025	All governors are reminded to ensure they are up to date with KCSIE. The changes from last year are listed in annex F	All	Open
11/16092025	The HT said there are grants available for a school based nursery, which must be applied for by the 11 th December. The governors agreed that the HT should investigate this and she will feedback at the October FGB.	HT	Open
12/16092025	The SIP will be presented at the next meeting – Autumn 2.	HT	Open
13/16092025	Receive review of PP strategy	CC, DHT	Open
14/16092025	The SAO said she will prepare a budget revision from the end of September, following the restructure	SAO	Open
15/16092025	All governors to ensure they are up to date with Safeguarding training	All	Open
16/16092025	Review Positive behaviour and relationships policy is carried forward to next meeting	HT/ Clerk	Open

Appendix 3 - FGB governor attendance 2025/2026

	Mtg	Att	%		Mtg	Att	%
Carole Coomber	1	0	0	Geoff Butler	1	1	100
Amy Wake	1	1	100	Trevor Martinson	1	0	0
Elizabeth Keast	1	0	0	Matthew Goodin	1	1	100
Kim Hyde	1	0	0	Wynford Davis	1	0	0
				Simeon Woodcraft	1	1	100