

Minutes

Full Governing Body (FGB) meeting

Tuesday 21st October 2025 09.30am – 11.28

Held at New Milton Infant School



Present:				
Name:	Role:	Link Governor responsibility:	Constitution:	
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	
Trevor Martinson (TM)			Co-Opted	
Elizabeth Keast (EK)		Child Protection and Safeguarding	Co-Opted	
Carole Coomber (CC)		Inclusion (including SEND, G&T, EAL) Pupil Premium	Co-Opted	
Caroline Wakeham (CW)	Senior Admin Officer		Staff	

Apologies:				
Simeon Woodcraft (Chair)	Chair		Co-Opted	
Wynford Davis (WD)		Risk Management	Co-Opted	

Absent:				
Kim Hyde		Finance	Co-Opted	
Ruth Bailey			Co-Opted	

In Attendance:				
Charlotte Glanville (Clerk)			Clerk	

Red denotes challenge or questions

Green denotes actions

Blue denotes updates

Purple denotes support

1 Welcome, apologies and quorum

1.1	The Chair was not present and the Vice Chair chaired the meeting.	Chair
	Receive and, if agreed, accept apologies for absence. Apologies were received from the Chair and WD. RB and KH were absent. The Vice Chair welcomed the governors to the meeting, including TM to his first FGB. He and the other governors introduced themselves. Caroline volunteered to be TM's governor "buddy". It was agreed to ask the Chair to review the matter of the application form for new governors (01/21102025).	
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.	
3 Minutes of Last Meetings		
3.1	Approve minutes of last meeting. The minutes of the previous meeting held on 16 th September were approved. The Vice Chair will sign off the minutes (02/21102025).	Vice Chair

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 This was covered in todays meeting	EG	Closed
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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
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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. This is c/f to Autumn 2 FGB. On agenda item 8.4 Carried forward to the next meeting	Chair/ Clerk	Open
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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	Closed
03/15072025	Feedback from Governor Forum meeting As CC was not present this was carried forward to Autumn 1. Carried forward to Autumn 2. On agenda item 4.3	CC	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. On agenda item 5.4 Carried forward to Autumn 2.	WD/All	Open
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. On agenda item 10.10	HT/Clerk	Closed

Actions arising from meeting held on 16th September 2025

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	Closed
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
08/16092025	It was proposed that TM or KH will be Finance Link. The Chair will speak to them both. TM agreed to take on the role and the Clerk will update the Link Roles	Chair	Closed
09/16092025	All governors were reminded to keep the Register of Interests up to date on Governor Hub.	All	Closed
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
13/16092025	Receive review of PP strategy	CC/DHT	Closed
14/16092025	The SAO said she will prepare a budget revision from the end of September, following the restructure	SAO	Closed
15/16092025	All governors to ensure they are up to date with Safeguarding training	All	Closed

3.3	Any urgent matters arising. There were none not covered in the agenda.	
4 GB membership and admin		
4.1	Review of school website to ensure all statutory documents are included CW gave an update. The school needs to move to a new system. Following a review, Juniper has been chosen, provided by Greenhouse at a cost of £700. The new supplier will create the website and move the data across. Q Are other schools using this? CW said Lymington school and others – she has a list. Q What arrangements will there be for maintenance? The HT said there will be more control with the new supplier. CW will oversee the project and Jo will set up the new website and the governors will monitor progress.	Chair/ Clerk
4.2	Discuss Link Governor roles and proposed changes Leah to be removed from the list. TM will take on Finance. In December the reallocation of Inclusion (including SEND, G&T, EAL) and Pupil Premium (from CC) will be discussed (03/21102025). The HT queried whether EYFS had been removed? She said the PP was being used for the outdoor play and learning area. It was agreed this falls within LK's remit.	
4.3	Governor Forum update CC had attended the Governor Forum where there were two presentations, one on the EPS pay and appraisal and the other on OAP (Ordinary Available Provision). Q Are we following the new guidance? The HT responded that yes, we are obliged to follow it. OAP is being discussed with Rachael. The Teachers' appraisals need to be completed by 31 st October. Q If we are unable to complete by 31st October?	

	In that event, the HT will contact Personnel to ask for an extension. The HT said that she could complete the setting of new targets by the end date if necessary. She said that if it is a legal requirement it will be completed by the due date. CC said that the Forum meeting needs a governor to take on. It's a termly, online meeting. It was suggested this might be a useful role for the Chair (04/21102025).	Chair
5 Head Teacher		
5.1	The HT spoke about the new guidance issued around staff reviews – formerly Pay and Performance, now Appraisals. Headteacher verbal report to include: • Executive summary • Strategic priorities • Safeguarding including safeguarding audit actions update • Admissions • Attendance • Behaviour and exclusions • SEND • Risk management • Staffing • Health and safety and premises • Stakeholders • Other information Plus: • plans for off site visits that need approval	
5.2	Governors to approve: • School Improvement Plan • Staff development plan	
5.3	SIP budget The HT thanked CW and the DHT for their help during her recent medical absences. Inevitably some things were not fully up to date. The HT is working on the final version of the SIP, while the DHT has been leading the team. CW has been successful in sending the school's offering to parents electronically. She has worked hard to reach the stage where most communication is now electronic. The Harvest Festival was well attended. Open days start this week. The HT presented a verbal report. There are 159 children on the roll; 45 YrR and 42 Yr1. The PAN of 60 for each year group has been applied for. Funding is being received for eight EHCP and this is paid in arrears. Some children are at assessment stage.	

5.4	There are 34 SEN children and SEN make up 23% of free school meals. Attendance is 94.3%, SEN 86, PP 89 and six on reduced timetables. Adult contact is key for academic, social and emotional progress. To achieve this an additional LSA has been taken on. Three LSAs are working on this and are having some success. The school is moving forward on safeguarding matters. There are no off-site visits planned which require approval. The governors were mindful of the fact that the school has functioned well and coped with the HT's absences and complimented the HT. The HT praised the DHT and said she is aware of the additional pressure she is under. Q Is there anything not being tackled? The HT said the appraisals are the biggest area. Q Is there a Safeguarding Visit report? LK said there have been no visits. The Risk Register review will take place in Autumn 2 meeting (05/21102025).	WD/All
6 GB visits		
6.1	Agree Governor Monitoring Schedule The HT has been unable to take this forward. The governors agreed that this should be addressed but agreed this should be discussed in the spring Term (06/21102025).	HT/ Clerk
7 Pupil Premium		
7.1	Receive review of PP strategy and receive PP strategy for coming year c/f to next meeting (07/21102025).	CC/ Clerk
8 Finance		
8.1 8.2	Review / monitor spending against current budget plan Propose budget revisions to GB to approve before 30 November and approve CW talked through the budget v forecast as at the end of September. Supply teacher costs were higher than expected. The Project Plan is to be agreed and go to the Chair. Pupil numbers are falling resulting in falling income, while staff costs remain the same. The PAN reduction has helped. There is a new grade A lunchtime supervisor and fewer LFAs. There is a lower than anticipated take up of school meals. It is hoped there will be higher pupil numbers in the future as the budget is finely balanced. A governor spoke of the massive increase in home schooling, and the organisations setting up to provide support. She said there are three main reasons; the SEND issue, faith and moral standards and just doing things differently. There is also a large drop in the birthrate. In response to a comment by a governor, the HT said that there may come a time when the role of Deputy Head could not be afforded. The cost of teaching is, naturally, a large proportion of the budget.	

	The benchmarking papers will be discussed at the next meeting (08/21102025). CW said she had involved the EFS in producing the budget figures and the governors all approved the budget. Capital funding will be on the agenda of all FGB meetings. The hall is in need of refurbishment and CW is obtaining quotes for the work. She will also look at available grants and needs a project to apply for one. There was an inspection of the wraparound care provision with the DHT and Twilight leader. This was very successful, the inspectors were really impressed. The governors felt this service raises the profile of the school.	CW/ Clerk
8.4	PE Leader to be invited to FGB for PE/Sport Premium provision update (b/f from July FGB) c/f to Autumn 2 (09/21102025).	HT/ Clerk
8.5	a) Hampshire Internal Audit findings CW will provide a checklist for the audit to TM. She said the SFVS might touch on the audit and change the checklist (10/21102025). Q Do we comply with the UPR checklist? CW will check that we do (11/21102025). b) Thematic review GB Training and Development guides	CW CW
9 GB Training and Development		
8.1	Update by PE leader Covered in HT report	

9 GB Training and Development		
9.1	DTG update The DTG reported there has been no training since the last meeting. There were no questions.	

10 Policies		
10.1	Pay Policy (County Model Pay Policy) This was adopted with personalised changes	
10.2	Appraisal Management Capability Procedure Policy (contained in MOPP)	

	Adopted	
10.3	SEND Policy and Information Report Adopted	
10.4	Early Career Policy (if appropriate) No longer appropriate	
10.5	Managing sickness policy (within MOPP) Adopted	
10.6	Review Positive behaviour and relationship policy c/f to next meeting (12/21102025).	HT/ Clerk
10.7	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. c/f to next meeting (13/21102025).	HT/ Clerk
10.8	ECT Policy (within MOPP) Adopted	
10.9	Cyber Security Policy A governor said we should have clear instructions as to actions if malware detected. It is important to detach from the network to minimise the impact on the system. He said everyone should remain vigilant. Q Are there any explicit limits on what devices can connect to the network? Should staff be prevented from connecting a USB stick or peripherals? CW will check with Drift to see whether the system can prevent anyone connecting a USB stick (14/21102025). Q Do the school know how they would cope with a cyber attack? There would need to be a step by step plan. What would work and what not? The school will talk to Drift to establish what they can offer (15/21102025). The Policy needs to be amended and the governors approved it with the amendments. Once she's spoken to Drift, CW will update the policy in the meeting folder (16/21102025). The Vice Chair, Computing governor, said that the school needs a written step-by-step plan for what to do in the event of a cybersecurity incident, as what we've got is good for prevention but we need something to restore if the prevention fails (17/21102025).	CW CW CW MGo/ HT

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11 Evaluate Governing Body impact		
11.1	What impact will this meeting have on our children? - Financial security to provide education for the children - Finalising the teachers' appraisal policy - The well organised governing body structure including agreeing the link governor roles - Ensuring the school continues to function and the absence of the HT has no negative impact on the performance of the school	
12 Key Dates and Times		
12.1	Schedule of governor meetings for 2025-26 See Appendix 1 for all future meeting dates.	

Appendix 1 - Schedule for FGB meeting 2025-26

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

01/21102025	The Chair to review the matter of the application form for new governors	Chair	Open
02/21102025	The Vice Chair will sign off the minutes from the last FGB 15 th July	Vice Chair	Open

03/21102025	The reallocation of Inclusion (including SEND, G&T, EAL) and Pupil Premium (from CC) will be discussed at Autumn 2.	Chair	Open
04/21102025	CC said that the Forum meeting needs a governor to take on. It's a termly, online meeting. It was suggested this might be a useful role for the Chair.	Chair/All	Open
05/21102025	The Risk Register review will take place in Autumn 2 meeting.	WD/All	Open
06/21102025	Agree Governor Monitoring Schedule The governors agreed that this will be discussed in the spring Term	HT/ Clerk	Open
07/21102025	Receive review of PP strategy and receive PP strategy for coming year c/f to next meeting.	CC/Clerk	Open
08/21102025	The benchmarking papers will be discussed at Autumn 2 meeting.	TM/CW/ Clerk	Open
09/21102025	PE Leader to be invited to FGB for PE/Sport Premium provision update (b/f from July FGB) c/f to Autumn 2	HT/Clerk	Open
10/21102025	CW will provide a checklist for the HCC internal Audit to TM. She said the SFVS might touch on the audit and change the checklist.	CW	Open
11/21102025	CW will check that we comply with the UPR checklist.	CW	Open
12/21102025	Review Positive behaviour and relationship policy c/f to next meeting	HT/ Clerk	Open
13/21102025	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. c/f to Autumn 2. On agenda item 10.10 c/f to next meeting	HT/ Clerk	Open
14/21102025	CW will check with Drift to see whether the system can prevent anyone connecting a USB stick.	CW	Open
15/21102025	Do the school know how they would cope with a cyber attack? There would need to be a step by step plan. What would work and what not? The school will talk to Drift to establish what they can offer.	CW	Open
16/21102025	The Cyber Security Policy needs to be amended and the governors will then approve it. Once she's spoken to Drift, CW will update the policy in the meeting folder.	CW	Open
17/21102025	The school needs a written step-by-step plan for what to do in the event of a cybersecurity incident, in case there is a failure despite the good prevention which is in place.	MGo/HT	Open

Appendix 3 - FGB governor attendance 2025/2026

	Mtg	Att	%		Mtg	Att	%
Carole Coomber	2	1	50	Geoff Butler	2	2	100
Amy Wake	2	2	100	Trevor Martinson	2	1	50

Elizabeth Keast	2	1	50	Matthew Goodin	2	2	100
Kim Hyde	2	0	0	Wynford Davis	2	0	0
Ruth Bailey	1	0	0	Simeon Woodcraft	2	1	50
Caroline Wakeham	1	1	100				