

Minutes

Full Governing Body (FGB) meeting

Tuesday 9th December 2025 09.30am – 11.20

Held at New Milton Infant School



Present:				
Name:	Role:	Link Governor responsibility:	Constitution:	
Amy Wake (HT)	Headteacher		Headteacher	
Simeon Woodcraft (Chair)	Chair		Co-Opted	
Matthew Goodin (MGo)		Health and Safety and Premises Development and Training (DTG), Computing	Parent	
Geoff Butler (GB)		Standards Inclusion (including SEND, G&T, EAL) Pupil Premium	Co-Opted	
Trevor Martinson (TM)		Finance	Co-Opted	
Elizabeth Keast (EK)		Child Protection and Safeguarding	Co-Opted	
Caroline Wakeham (CW)	Senior Admin Officer (SAO)		Staff	
Wynford Davis (WD)		Risk Management	Co-Opted	

Apologies:				
Ruth Bailey			Co-Opted	

Absent:				
Kim Hyde		Finance	Co-Opted	

In Attendance:				
Charlotte Glanville (Clerk)	Clerk		Clerk	

Red denotes challenge or questions
 Green denotes actions
 Blue denotes updates
 Purple denotes support

1 Welcome, apologies and quorum

1.1	Receive and, if agreed, accept apologies for absence. Apologies were received from RB and were accepted. KH was absent.	Chair
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.	Chair
3 Minutes of Last Meetings		
3.1	Approve minutes of last meeting. The minutes of the previous meeting held on 21 st October were approved. The Chair will sign off the minutes (01/09122025).	Chair

3.2 Matters arising from previous meetings

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. This is c/f to Autumn 2 FGB. On agenda item 8.4 Carried forward to the next meeting Duplicate. See 09/21102025.	Chair/ Clerk	Closed
-------------	---	-------------------------	--------

Actions arising from meeting held 15th July 2025

07/15072025	Staffing will include DHT cover time in future reports.	HT	Open
-------------	---	-----------	------

Actions arising from meeting held 18th 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
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
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

Actions arising from meeting held 21st October 2025

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
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	Closed
06/21102025	Agree Governor Monitoring Schedule The governors agreed that this will be discussed in the spring Term	HT/ 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	Closed
11/21102025	CW will check that we comply with the Internal Audit UPR checklist.	CW	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	Closed
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

3.3	Any urgent matters arising. There were none not covered in the agenda.	
4 GB membership and admin		

4.1	Future Forum attendance The Chair will take this on.	
4.2	Appoint SFVS working group This will be CW and TM.	
4.3	Link Governor roles - the reallocation of Inclusion (including SEND, G&T, EAL) and Pupil Premium (from CC). Governors agreed to keep their current link roles. In addition, TM took on Finance, and GB took on Pupil Premium, and also temporarily, Inclusion Governor (including SEND, G&T, EAL) until it is reallocated.	
5 Head Teacher		
5.1	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 The HT thanked the governors, SAO and the DHT for their help and support during her absences this term (due to illness). She presented her verbal report. She reported that admissions close on 15th January. All local schools are marketing. We may have 32 children. If so, the number of classes will reduce from six to five. Q Will there be redundancies? The HT said no, but some temporary contracts may not be renewed. Q How does this compare with last year? The HT said that more children may enrol between now and the deadline, about a third had last year. One governor suggested that it should be pointed out that the decision to reduce PAN was not taken lightly or quickly – there was a long build up. It had been managed well. The HT said that numbers would be clearer by the next FGB. The HT said there had been lower non-authorised absence than last year. Q Is sickness a non-authorised absence? The HT said it is.	

	The figures are lower than the national average. All children in this category have been looked at by HCC, and the school is doing all the right things. Q Is there any impact from non-English speakers? The HT said it is not significant. Behaviour and exclusions: Three and a half days were lost this term with two children, and four days were lost to suspension this term. Q Is this school the wrong setting for any of these children? The HT said there are no other options for siting and that the school cannot always offer the required support. One of the parents understood the situation, and the child went onto reduced hours. The parent, however, wants the child in school for their respite. The child is at risk of harming themselves and others. It was decided this matter could not be discussed further in case individual governors are needed for future actions. The governors fully support the HT and school with the actions they need to take. Staffing – The HT said the DHT is to attend school for a reduced number of days. The school based nursery grant – The SAO has investigated the need for spaces in the area and was told there are none. A written quote is needed to apply for the grant. We have adequate cover for the nursery. The existing nursery would provide a need if it stopped operating. The school could take it over from September and then apply for the grant. There is a good relationship with the current nursery management and conversations continue about the future. There has been a recent Ofsted inspection. Q Are there Christmas events? The HT said yes there is a performance this week. A governor proposed that the governing body should write to the SAO and DHT to thank them for the substantial amount of additional work they've done to support the school during the HT's absences this term (02/09122025). A governor expressed their disappointment at the level of support provided by the LLP during this difficult time.	Chair
5.2	LLP report There will be a monitoring visit in January, date to be arranged (03/09122025).	HT
5.3	The Risk Register review This is complete. WD said the school needs professional feedback regarding a possible cyber attack. That is the one high risk. Some control measure are in place but we need input for completeness. Any recommended mitigation will need to be accepted by the school. MGo (Computing link governor) observed that there is no need to fully mitigate now, we need to understand the risks. WD will discuss this with the SAO and bring it to the next meeting (04/09122025).	WD/SAO
6 GB visits		
6.1	To be added based on uploaded visit reports None has taken place since the last meeting.	

7 Standards Benchmarking		
7.1	Review and discuss benchmark data with other schools (National and Local) The SAO has carried out income and expenditure comparisons with similar schools. She talked through her report. A governor said that the concise summary was helpful. Another governor added that the data is reassuring as we compare well with our similar demographic. The SAO pointed out that this data is at 31st March, so somewhat out of date. <i>The governors thanked the SAO for such a good report, and said how pleased we are to have her in the post.</i> This is carried forward to the next meeting (05/09122025).	SAO/ Clerk
8 Pupil Premium		
8.1	Receive review of PP strategy and receive PP strategy for coming year CC reported that the results are pleasing, with good indications that the 3 year plan is on target. We are taking the right approach and children's needs are being met. <i>Q Are disadvantaged children being challenged in the work they are set?</i> The HT responded that up until a year ago there would be interventions, which now have been proved not to be the best approach. Now the needs are met and challenges addressed within the normal run of the classroom – OAE (ordinary available education). <i>Credit is due to the DHT and staff for achieving this significant change.</i> <i>Q Can we put something on the school website? Parents read about funding but don't see how this is applied to their child.</i> The governors approved Pupil Premium approach for the coming year.	
9 Finance		
9.1	Review / monitor spending against current budget plan The SAO talked through her report, raising some key points. The NIC income has been received, as has EHCP funding. The Sports Premium income has changed to twice a year. 94% of expected income has now been received. Teaching costs are in line with budget. Three education support officers were lost in September. There was an overspend in staff development and training. There was an overspend in the cloud based server, with additional software requirements. Catering supplies represent meals charged so far - between April and September. <i>Q What does the negative number under E19 Learning Resources mean?</i> The SAO said that we need to be mindful of what and where to spend, and to ensure children are not impacted by this. <i>Q Has there been overspend in IT?</i> The SAO said that more software purchases were required than anticipated. Overall the spend has met the approved estimate.	
9.2	Consider benchmarking data for best value	

9.3	Capital Funding There is around £17k available. The main hall curtains will be replaced and it will be painted. Three quotes have been obtained. The storeroom carpet will be replaced. The shelter in the playground will be removed and may be replaced. Using the money in these ways may help attract new parents to the school. Q Will the paint help with the condensation problems? The HT said there is paint which will help with this. Q When will the work be done? The HT said ideally during the Easter holidays. Q Do we have quotes for the gazebo? The HT said no. Q When was the last structural survey? The HT said it is not being used. Q Could the Men's Shed help with the work? They have been approached but the structure is too high for them. Q What about asking parents? The HT said they will be asking that question. 9.4 After School club accounts 24/25 The After School club is running successfully according to budget Q Is there an inflationary increase built into the figures? The SAO said it is applied annually in April. Q Do we need to show the grant is being spent on the After School club? The SAO said yes and explained that any underspend can be carried over to the following financial year. The Chair offered his thanks the SAO and those of the board for the work she's done on this, and her clear explanations to the board.	
10 Premises		
10.1	H&S update including termly audit MGo praised John for his diligence and being very helpful when he carried out his walkthrough. At the last fire drill there were not enough fire marshalls to do the full sweep of the buildings. The policy needs to be updated and MGo will talk to John about the requirements (06/09122025).	MGo

	The governors thanked John for his excellent work.	
11 Personnel		
11.1	Pay and Performance committee report There was a meeting after this one and the SAO will be updated with the necessary information from the discussion.	
12 GB Training and Development		
12.1	Chairs' Forum update MGo had attended the last online meeting. The government have set GLD targets. The DSR was released on 4 th November. Measuring attendance, we are doing well in comparison with other schools. The government releases attendance weekly and we are above that. Ofsted – NMIS is doing well. There is an emphasis on HT wellbeing.	
13 Policies		
13.1	Health and Safety Policy (County Model Policy) Approved	HT
13.2	Supporting Children with Medical Conditions Policy Approved Q Is there a process for ensuring medication held at school is in date? The HT said she will look at this (07/09122025).	
13.3	Children with Health Needs that cannot attend school Q Has this been tested? The HT said it has and it works. Approved	
13.4	Accessibility plan Some rewording is required. The SAO said she will update it. Aspirations should be “goals” and “not dreams”. Para 2 had some repeated bullets; Para 3 needs a rewording of the Implementation paragraph. Q In emergency both visual and audible warnings and instructions are required. These need looking at. The HT said she will look at this (08/09122025).	HT
13.5	Review Positive behaviour and relationship policy There are some rewording changes required. The HT said she will look at this (09/09122025).	HT
13.6	Anti Bullying Policy This was approved with a minor wording change.	

13.7	The HT said she will look at this (10/09122025). Whistleblowing policy Approved	HT
-------------	--	-----------

14 Evaluate Governing Body impact		
14.1	What impact will this meeting have on our children? - There is a consistent approach from all staff - Health and Safety is assured with a strong focus on it. - Pupil Premium strategy approved - Finances have been rigorously reviewed, providing a sustainable future for the children and 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

01/09122025	The Chair will sign off the minutes (01/09122025).	Chair	Open
-------------	--	--------------	-------------

02/09122025	A governor proposed that the governing body should write to the SAO and DHT to thank them for the substantial amount of additional work they've done to support the school during the HT's absences this term (02/09122025).	Chair	Open
03/09122025	There will be a monitoring visit in January, date to be arranged	HT	Open
04/09122025	WD will discuss this with the SAO and bring it to the next meeting.	WD/SAO	Open
05/09122025	Benchmarking is carried forward to the next meeting.	SAO/Clerk	Open
06/09122025	H&S The policy needs to be revisited particularly in relation to fire marshalls. MGo will discuss with John.	MGo	Open
07/09122025	Q Is there a process for ensuring medication held at school is in date? The HT said she will look at this	HT	Open
08/09122025	Q In emergency both visual and audible warnings and instructions are required. These need looking at. The HT said she will look at this.	HT	Open
09/09122025	Review Positive behaviour and relationship policy There are some rewording changes required which the HT will look at.	HT	Open
10/09122025	Anti Bullying Policy This was approved with a minor wording change. The HT said she will look at this.	HT	Open

Appendix 3 - FGB governor attendance 2025/2026

	Mtg	Att	%		Mtg	Att	%
Carole Coomber	3	2	66	Geoff Butler	3	3	100
Amy Wake	3	3	100	Trevor Martinson	3	2	66
Elizabeth Keast	3	2	66	Matthew Goodin	3	3	100
Kim Hyde	3	0	0	Wynford Davis	3	1	33
Ruth Bailey	2	0	0	Simeon Woodcraft	3	2	66
Caroline Wakeham	2	2	100				