



Manor Church of England Infant School

Full Governor Board Meeting

On Wednesday 3 December 2025

at 5 pm

MINUTES

<p><u>Present:</u> Teresa Pickup (Co-opt) (Chair) Sarah Munns (Headteacher) Lilian Armstrong (Co-opt) Peter Armstrong (LA) Revd Alison Bennett (Foundation Ex-Officio) Bridget Durrant (Foundation) Eve Loughton (Co-opted) Emily Odell (Co-opted) Revd Serena Merritt (Foundation) Drew Patel (Parent) Mike Shelley (Parent) Catherine Welling (Staff) Tracy O'Connor (Clerk)</p>	<p><u>Apologies received after the meeting:</u> Tracie Burroughs (Co-opted)</p>
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The meeting was Quorate throughout and commenced at 5:00 pm.

Blue type indicates Governors fulfilling their core function of holding leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

<p>1.</p>	<p>Welcome, prayer and apologies</p> <p>The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared.</p> <p>The meeting opened with a prayer.</p> <p>Emily Odell was welcomed to the meeting. Emily has been appointed as a Co-opted Governor. Introductions were made.</p> <p>Apologies were received retrospectively from Tracie Burroughs</p>
<p>2.</p>	<p>Declarations of pecuniary interest and conflict of interests</p>

	<p>2.1 To record any business, pecuniary or personal interest on the agenda items.</p> <p>There were no new business, pecuniary or personal interest to note.</p>																												
3.	<p>Minutes of Last FGB Meeting –24 September 2025</p> <p>The minutes of the FGB on 24 September 2025 were an accurate record of the meeting and were approved and signed by the Chair.</p> <p>AP3: Chair to sign minutes for the school folder – 24 September 2025. Completed at meeting</p> <p>AP4: Clerk to send Winchester Diocese approved copy of the finalised minutes – 24 September 2025. Completed</p> <table border="1"> <thead> <tr> <th></th> <th>Action Points – Minutes – 24 September 2025</th> <th></th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>All Governors to confirm to the Clerk they have completed Prevent training.</td> <td>All</td> </tr> <tr> <td>2.</td> <td>All Governors to confirm to the Clerk they have read and understood Keeping Children Safe in Education.</td> <td>All</td> </tr> <tr> <td>3.</td> <td>Chair to sign minutes for the school folder – 16 July 2025. Completed at meeting.</td> <td>Chair</td> </tr> <tr> <td>4.</td> <td>Clerk to send signed copy of the Minutes to the Diocese. Completed</td> <td>Clerk</td> </tr> <tr> <td>5.</td> <td>C/fwrtd BD, Training Governor, to check availability for the WGBT 'Headship Selection' for the Autumn term preferably on a Wednesday. The training should be booked via Governor Services. Training was put on hold until the position was known.</td> <td>BD</td> </tr> <tr> <td>6.</td> <td>Planet Kids: HT to contact the Legal Team. The contract was reviewed at the Resources meeting. The contract has been sent to the Legal Team. A reply is awaited.</td> <td>HT</td> </tr> <tr> <td>7.</td> <td>Self Evaluation – Leadership and Management focus – Dec meeting.</td> <td>Clerk</td> </tr> <tr> <td>8.</td> <td>Clerk to send the Confidentiality statement to Eve, Lilian, Tracie and Emily. Completed</td> <td>Clerk</td> </tr> </tbody> </table>			Action Points – Minutes – 24 September 2025		1.	All Governors to confirm to the Clerk they have completed Prevent training.	All	2.	All Governors to confirm to the Clerk they have read and understood Keeping Children Safe in Education.	All	3.	Chair to sign minutes for the school folder – 16 July 2025. Completed at meeting.	Chair	4.	Clerk to send signed copy of the Minutes to the Diocese. Completed	Clerk	5.	C/fwrtd BD, Training Governor, to check availability for the WGBT 'Headship Selection' for the Autumn term preferably on a Wednesday. The training should be booked via Governor Services. Training was put on hold until the position was known.	BD	6.	Planet Kids: HT to contact the Legal Team. The contract was reviewed at the Resources meeting. The contract has been sent to the Legal Team. A reply is awaited.	HT	7.	Self Evaluation – Leadership and Management focus – Dec meeting.	Clerk	8.	Clerk to send the Confidentiality statement to Eve, Lilian, Tracie and Emily. Completed	Clerk
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	Please print and sign the statement and bring to the next FGB or hand to Headteacher. Headteacher has copies available if no printer.	
9.	Resource - Change of meeting date 11 November 2026 to be changed to Tuesday 18 or 25 November 2025. Headteacher to issue an email.	HT
4.	<p>Leadership and Management</p> <p>4.1 Head Teacher's Report (written) including:</p> <ul style="list-style-type: none"> • Quality of Education • Impact of Additional Funding • Attendance <p>Attendance across all cohorts remains very strong at 98%. While there have been some seasonal illnesses and minor bugs, overall attendance has been consistently positive.</p> <p>Learning walks focused on phonics have been completed successfully.</p> <p>Safeguarding remains an ongoing priority. CW leads training sessions for Teaching Assistants, while the Headteacher leads training for teachers. Regular case reviews are undertaken to ensure compliance and best practice.</p> <p>GA continues to work closely with the SEN team. Recent SEN training was delivered by Marie Mullins, and GA is progressing with the Transforming SEN initiative currently underway.</p> <p>Q: The SEN numbers have increased, particularly given that the Pupil Premium budget is relatively insignificant.</p> <p>SEN numbers are expected to continue increasing, which will require ongoing monitoring and strategic planning to ensure appropriate support and resources are in place.</p> <p>Q: There are currently six children receiving speech therapy, this seems high?</p> <p>Speech and language have consistently been an area of need. Some children who have previously received speech and language support have now been signed off by the therapist with a programme to continue working through. While their speech still requires improvement, they are no longer under active therapy but will continue with targeted support as outlined in their programme.</p>	

Q: Safeguarding training is scheduled on Inset on 23 February 2026. Would that be open to Governors if they are available?

The training is being held at Beaulieu and is open to other local schools. Capacity may be a problem but they could ask.

AP4: Safeguarding Training – 23 February 2026 at Beaulieu. Governors who would like to attend should email the Headteacher to confirm their interest.

Q: The Christmas Fayre is on Friday. Would they like any help from the Governors?

There is a new PTFA this year who have been organising the fayre. Governors are happy to help if they are required.

AP5: Headteacher to convey the Governors thanks to all staff for the many roles and responsibilities they are currently undertaking. Their hard work and commitment are greatly appreciated.

4.2 Pupil Premium Strategy Statement

There are currently two children eligible for Free School Meals. The funding allocated is being used to support catch-up initiatives and provide additional opportunities. Both children attend the after-school club and have access to the Early Bird Club. ELSA support is available if required, and the children are signposted to sporting competitions that align with their interests.

The Headteacher provided an update on Education, Health and Care Plans (EHCPs) currently in progress. Several plans are going through the approval process, and others are awaiting commencement. The school continues to monitor these cases closely to ensure timely support for the pupils involved.

Q: Regarding Free School Meals, do you think there is capacity to send out forms to parents? Sometimes parents may not apply simply because they do not know how.

The school office requests National Insurance numbers from families when they join the school and completes eligibility checks on their behalf.

Q: How often are these checks made? Is it only at the point of admission, given that circumstances can change?

It was acknowledged that some parents may be unaware of the application process or hesitant to approach the school. To address this, a reminder will be included in the next school newsletter.

The school has applied for a grant to purchase food vouchers, which will be distributed to families in need as additional support. It is anticipated that the vouchers may not be received until after Christmas.

4.3 Focus area of SI – SIP Autumn review

To improve writing outcomes for all children.

Phonics observations in all classes. Nov 25
Feedback given to teachers and TAs giving support and feedback.
SEN keep up and catch-up sessions are being used.
Assessments are being used to inform teachers planning.
Handwriting progression is being developed and will be merged with Little Wandle documents to ensure they align.

To further develop opportunities for children to use number facts to solve problems.

Maths lead attended the first Solent Maths Hub meeting.
Maths lead has developed an assessment to baseline and track children's use of mental maths.
Maths lead is working with class teachers to embed White Rose activities into planning and developing the children's learning.
Governors have completed a visit to observe maths.

To ensure the precise knowledge the children need to learn in P.E. is embedded in planning from Year R to Year 2.

P.E. lead has worked with Jodie Bascombe to develop a progression of skills for P.E.
Teachers are using this to track and develop children's P.E. skills.

To continue to focus on maintaining high standards of behaviour with children behaving with consistently high levels of respect for others.

myHappyMind is being used across the school to develop children's understanding of mental health.
Love, Courage and Hope are being embedded as our school core values through Collective Worship and in class.
Heartsmart is used to teach PSHE across the school.
Marie Mullins led some training about regulation activities for children.
All children took part in Anti Bullying Week activities.

To continue to respect each other and the world, by acting as stewards.

Climate Action Plan has been written and shared with all staff.
Sustainability Lead has attended a local cluster group for all schools to develop local projects.
Children created shoe boxes for Love In a Box.
Our Harvest donations were given to the Foodbank.

<p>The children are supporting their class charities.</p> <p>Christian Aid days are being used in Collective Worship to highlight global issues. Planet Protectors are continuing to promote environmental issues in school. We have continued to take part in the WOW challenge. The school supported Walktober, Cycle to School week – the Golden Padlock was awarded. The school also took part in a Be Bright Be Seen day. The Headteacher has met with Angela Manore to discuss the Travel Plan.</p> <p>A Governor informed the Headteacher that Hampshire is offering free trees to schools. This could provide an opportunity to enhance the school grounds and promote sustainability. Further details will be explored.</p> <p>To maintain previous attendance rates- 96+% for all groups.</p> <p>Attendance updates have been shared with all stakeholders. Attendance is tracked weekly. ROARY is presented to the class with the best attendance. Changes about penalty notices has been shared with parents. HT stands on the gate monitoring attendance and punctuality. EBC early adopter scheme has increased numbers and attendance for some children.</p> <p>From April 2026, the method by which funding is received under the Early Adopter Scheme will change.</p> <p>To further develop the Christian character by embedding the school's core values.</p> <p>School continue to develop the core Christian values of 'Love, Courage and Hope'. SM and AB have led collective worship with the children and attended the school Harvest Festival. Ethos committee have met to review the school's SIAMs SIP.</p> <p>To create a safeguarding overview which reflects the school safeguarding provision and expectations, so that the SLT have a greater range of evidence of the school's safeguarding culture.</p> <p>All staff attended the Safeguarding refresher – focus was the government AI training. Updates to KCSIE were shared and highlighted to all staff. DDSL leads on-going training for TAs in regular meetings. Andrew Hall and CASPAR newsletters are shared with all staff. Safeguarding Audit was completed in September 2025. DSL attended safer recruitment training. DSL attends cluster group for on-going DSL training with other local schools. DSL has also attended the DSL refresher training.</p>

DSL has met with Safeguarding Governor. Safeguarding overview regularly shared and updated at staff meetings with teachers.

For the PE subject leader to embed the planned refinements to the curriculum, ensuring a clear progression from Year R to Year 2.

P.E. lead met with Jodie Bascombe to write a progression for P.E.

4.4 Self-evaluation focus (SEF) – Leadership and Management

The Self-Evaluation document is an ongoing working tool that tracks the school's progress against its improvement priorities. At each meeting, one area is reviewed in detail, and the Governors make a judgement on how they believe the school is performing in that specific area.

The Self-Evaluation document has been updated, and Governors reviewed the section on Leadership and Management. They agreed with the judgement of Good for this area.

4.5 Middle Leadership

Discussed in HT Report.

4.6 After School Club

The Planet Kids contract was shared with the Resource Committee and will commence on 5 January 2026. All DBS checks and policy reviews will be completed and approved prior to the start date. Planet Kids will be available until 6 pm.

Attendance at the Tuesday club is currently very low, making it financially and operationally unviable to continue in its current form.

Clubs will now run Monday, Wednesday and Friday – 2 sports clubs and Forest School.

4.7 Climate Action Plan

Governors had received a copy of the Climate Action Plan. All schools are required to have a plan in place, and the document outlines the school's approach to sustainability and environmental responsibility.

	<p>The LA Governor advised that there is a dedicated climate team at the district level, and it would be beneficial for the school to liaise with them to strengthen its environmental initiatives. The LA Governor will provide the relevant contact details. The Diocese has a Creation Care and Environment Plan available for schools to use as a reference. Additionally, Christian Aid recently hosted a webinar on creative approaches to climate action, which may provide useful insights for future initiatives. The school will also participate in Eco Green Week, scheduled for 14 June 2026, as part of its commitment to sustainability.</p> <p>Q: Would some of this environmental and sustainability work dovetail in Geography and PSHE?</p> <p>Yes, some of it would. The school is currently awaiting the curriculum review, and sustainability is expected to become a stronger thread within the Geography curriculum.</p>
<p>5.</p>	<p>Safeguarding Report Safeguarding Visits – visit report TP</p> <p>The Headteacher was thanked for the Safeguarding Report.</p> <p>Cases are regularly reviewed and children are tracked. The Admin Officer is Nicky and the Admin Assistant is Jen.</p> <p>Q: If the Admin Officer were absent for any period of time, would the Admin Assistant know what to do with the Single Central Register?</p> <p>In the event that the Admin Officer is not at school, the Headteacher would work with the Admin Assistant to ensure the Single Central Register is maintained and completed correctly.</p> <p>Please see Confidential minutes</p>
<p>6.</p>	<p>Governor Matters</p> <p>6.1 Governor Visits to demonstrate an understanding of the school’s effectiveness.</p> <p>Governors were thanked for completing the monitoring visits and for the Governor Visit Reports. Their commitment is appreciated.</p> <p>PA – Attendance/Asset Register check LA – SEN and Early Years BD – Ethos and More Able DP – Maths MS – Site Walk MS and EO – Year R talks – Health and Safety</p>

6.2 Foundation Governor Visits to demonstrate an understanding of the Christian ethos of the school.

The Foundation Governors have held a meeting. BD has conducted pupil interviews, observed Collective Worship and met with the RE Lead to discuss the RE curriculum.

6.3 Governor Training Feedback Booking WGBT

TP attended Prevent training in Early Years. Governors were encouraged to access the training.

WGBT – Whole Governing Body Training

As the school were looking at recruiting a Headteacher next term it was proposed to have that as the WGBT. Would the Governing Body like to organise a WGBT for this year. The training must be booked by the end of December and will be held next term.

AP6: Clerk to issue the Training and Development programme – WGBT p43. Completed.

AP7: BD to book HT recruitment for WGBT for next term.

6.4 Governing Board Improvement Plan – to approve 2025/26 plan – focus section 1 Effectiveness.

Updated and circulated to the FGB. The FGB approved the plan.

Effectiveness

To ensure the GB continues to operate effectively with all members contributing and taking responsibility.

Action/tasks, monitoring and evaluation discussed. Constitution to be regularly reviewed.

To ensure the GB has the appropriate mix of skills and to seek to address any gaps which may contribute to governors feeling unable to take on new roles.

Governors undertake relevant training appropriate to their roles.

To ensure new Governors receive support and induction when joining the GB

	<p>New Governors to be offered a Mentor on the GB to provide initial support.</p> <p>AP8: Governing Board Improvement Plan – meeting focus – Strategy and Accountability</p>
7.	<p>Health and Safety</p> <p>7.1 Site Walk</p> <p>Site walk completed.</p> <p>Safety Measures:</p> <p>Heat and smoke sensors discussed as an early warning system; areas identified for installation (server room). The current fire system is very limited. Hampshire have advised that the school are due for an upgrade but no further details are known.</p> <p>Q: <i>Where would the school stand with insurance if the system is not effective?</i></p> <p>Hampshire installed the current system but the system <u>is not does not identify where the system has been triggered effective. The school is zoned into two zones, Zone 1 is the kitchen and Zone 2 is the rest of the school.</u> -The system has been in place since the school was built. <u>The school is 'insured' by HCC so would not be liable personally</u></p> <p>Q: <i>Has a lockdown practice been completed recently?</i></p> <p>A practice is scheduled. The practice will need to be age appropriate.</p> <p>7.2 Staff Training</p> <p>Jo, Higher level cleaner, has completed Infection Control and Step Ladder training.</p> <p>7.3 Accident Reports</p> <p>There have been no accident reports.</p> <p>7.4 Fire Practices</p> <p>A fire practice was held on 19 September 2025.</p> <p>7.5 HCC Termly monitoring Return</p> <p>A Health and Safety questionnaire has been completed and returned.</p> <p>All Returns are being monitored and completed on receipt.</p>


	<p>7.6 HCC Internal Audit Findings</p> <p>The Internal Audit Findings was circulated.</p> <p>AP9: HCC Internal Audit Findings – agenda item – Resources Committee</p>
<p>8.</p>	<p>Committees</p> <p>8.1 Curriculum and Standards 19 November 2025</p> <p>The draft C&S minutes were issued to the FGB.</p> <p>8.2 Resources 25 November 2025 Budget revision approval</p> <p>Budget circulated to FGB prior to the meeting.</p> <p>The budget revision was thoroughly reviewed during the meeting. The current budget is based on the existing permanent staffing structure. No changes have been made to the staffing structure at this time.</p> <p>The FGB approved the budget.</p> <p>8.3 Pay Panel 2 October 2025</p> <p>The Pay Panel met. All Performance Management reviews have been completed and approved.</p>
<p>9.</p>	<p>Terms of Union</p> <p>The Terms of Union were reviewed and approved by the FGB.</p>
<p>10.</p>	<p>Marketing and promotion of school</p> <p>The Chair emailed the Full Governing Body (FGB) regarding the formation of a working party to explore sustainability models for the school's future.</p> <p>The following members have agreed to join the working party:</p> <ul style="list-style-type: none"> • Sarah Munns • Teresa Pickup • Bridget Durrant • Mike Shelley • Emily Odell

	<ul style="list-style-type: none"> Lilian Armstrong <p>First Meeting: Scheduled for 17 December 2025.</p> <p>The FGB will be updated on the options under consideration. After the initial meeting, the working party will meet with Local Authority Officers for further discussion.</p> <p>The group agreed that any actions taken will prioritise what is right for the school and its community.</p>								
11.	<p>Documents and Policies for Approval</p> <p>Complaints Policy – Approved Freedom of Information - Approved Communication Policy – minor amendment - Approved</p> <p>Q: How will the Communication policy be communicated to parents? The policy will be uploaded to the school website.</p>								
12.	<p>Any Other Business</p> <p>Change of FGB date – 15 July 2026 changed to 8 July 2026</p> <p>Peter Armstrong advised that he has made the difficult decision to step down from his role as Local Authority Governor following the meeting. He expressed that he has greatly enjoyed working with Manor Church of England Infant School and offered his support for any future assistance if needed.</p> <p>The Chair thanked Peter for his commitment and all that he has contributed to the school. His presence and efforts will be greatly missed.</p>								
13.	<p>Dates and items for future meetings</p> <table border="1" data-bbox="295 1630 1252 1787"> <tr> <td>FGB</td> <td>Wednesday 21 January – 5 pm</td> </tr> <tr> <td>Pay and Performance</td> <td>Thursday 26 February – 1.30 pm</td> </tr> <tr> <td>Resources</td> <td>Tuesday 10 March -5 pm</td> </tr> <tr> <td>C&S</td> <td>Wednesday 25 February – 5 pm</td> </tr> </table>	FGB	Wednesday 21 January – 5 pm	Pay and Performance	Thursday 26 February – 1.30 pm	Resources	Tuesday 10 March -5 pm	C&S	Wednesday 25 February – 5 pm
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	<p>Impact Statement</p> <ul style="list-style-type: none"> 								

The meeting closed at 6.45 pm.

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2.	Clerk to send signed copy of the Minutes to the Diocese. Completed	Clerk
3.	EL to complete Prevent training.	EL
4.	Safeguarding Training – 23 February 2026 at Beaulieu. Governors who would like to attend should email HT to confirm their interest.	All
5.	HT to convey the Governors' thanks to all staff for the many roles and responsibilities they are currently undertaking. Their hard work and commitment are greatly appreciated.	HT
6.	Clerk to issue the Training and Development programme – WGBT p43. Completed.	Clerk
7.	BD to book HT recruitment for WGBT for next term.	BD
8.	Governing Board Improvement Plan – meeting focus – Strategy and Accountability	Clerk
9.	HCC Internal Audit Findings – agenda item – Resources Committee	Clerk
10.	LA Governor resignation – appointment Emily Odell to Councillor. Completed	Clerk

MINUTES APPROVED

Signature 

Name (PRINT) T. H. Pickup

Position C.o.A.

Date 21.11.25

Governor Roles and Responsibilities 2025/26

Chair of Governors	Teresa Pickup
Vice Chair	Revd. Alison Bennett
Development and Training	Bridget Durrant
Attendance	
Forum Rep	Teresa Pickup
Health and Safety	Mike Shelley
Safeguarding	Teresa Pickup
SEND	Lilian Armstrong
Pupil Premium	Tracie Burroughs
More Able	Bridget Durrant
English	Eve Loughton
Maths	Drew Patel
EYFS	Lilian Armstrong
PE	Tracie Burroughs
Wellbeing	Rev. Alison Bennett
Communications/ Press articles (2023/24)	Teresa Pickup
Christian Ethos	Revd Alison Bennett/Bridget Durrant/ Revd Serena Merritt

Committee Membership 2025/26

<p>Curriculum and Standards Committee</p> <p>Sarah Munns - Headteacher Lilian Armstrong – Chair Bridget Durrant Tracie Burroughs Cat Welling</p>	<p>Resources</p> <p>Sarah Munns – Headteacher Eve Loughton – Chair Teresa Pickup Drew Patel Mike Shelley</p>
<p>Pay and Performance</p> <p>Sarah Munns - Headteacher Bridget Durrant - Chair Teresa Pickup Rev. Alison Bennett</p>	<p>HT Performance Management</p> <p>Lilian Armstrong Rev. Alison Bennett</p>

Foundation Governor Group Sarah Munns Rev. Alison Bennett Mrs Bridget Durrant Serena Merritt	Marketing and Promotion Working Party Sarah Munns - Headteacher Teresa Pickup Drew Patel
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