



Manor Church of England Infant School

Full Governor Board Meeting

On Wednesday 8 July 2026

at 5 pm

MINUTES

<u>Present:</u> Teresa Pickup (Co-opt) (Chair) Sarah Munns (Headteacher) Emily Odell (Co-opted) Mike Shelley (Parent) Catherine Welling (Staff) Revd Serena Merritt (Foundation) Eve Loughton (Co-opted) Bridget Durrant (Foundation) Tracy O'Connor (Clerk)	<u>Apologies:</u> Lilian Armstrong (Co-opt) Revd Alison Bennett (Foundation Ex-Officio)
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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.

1.	Welcome, prayer and apologies The agenda and supporting documents were circulated to the FGB prior to the meeting to enable questions to be prepared. The meeting opened with a prayer. Apologies were received from Revd Alison Bennett and Lilian Armstrong.
2.	Declarations of pecuniary interest and conflict of interests 2.1 To record any business, pecuniary or personal interest on the agenda items. There were no new business, pecuniary or personal interest to note.
3.	Minutes of Last FGB Meeting – 20 May 2026

The minutes of the FGB on 20 May 2026 were an accurate record of the meeting and were approved and signed by the Chair.

AP3: Chair to sign minutes for the school folder – 20 May 2026. Completed at meeting

AP4: Clerk to send Winchester Diocese approved copy of the finalised minutes – 20 May 2026. Completed

	Action Points – Minutes – 20 May 2026	
1.	Chair to sign minutes for the school folder – 18 March 2026. Completed at meeting.	Chair
2.	Clerk to send signed copy of the Minutes to the Diocese. Completed	Clerk
3.	HT to send Phonics Visit report to Clerk. Completed	HT
4.	Election of Chair – agenda item next meeting.	Clerk
5.	Re-constitution – agenda item next meeting	Clerk
6.	2026/27 Governor meeting dates – Clerk to propose	Clerk

4. Leadership and Management

4.1 Head Teacher's Report (verbal) including:

- **Quality of Education**
- **Attendance**

A written report had been issued by the Headteacher.

Claire Wright, Marchwood CE Infant School, is the school SENDCO. She visits Manor for 1 day every two weeks. Claire has been supporting by setting up transition visits for children, attending TPA meetings, reading EHCPs for children, organising meetings and support for children.

Pupil Premium

There has been a significant increase in the number of children eligible for Pupil Premium, rising to 7 children (14% of the cohort).

From next year, changes to Pupil Premium funding will introduce two categories of Free School Meal (FSM) eligibility:

- **Expanded FSM** – children will be entitled to free school meals; however, no additional funding will be attached to these pupils.
- **Targeted FSM** – these pupils will qualify for both free school meals and additional Pupil Premium funding.

Children in the Targeted FSM category will continue to attract Pupil Premium funding, while those in the Expanded FSM category will receive free school meals only.

Attendance

95.4% attendance – 30/06/26

Attendance has decreased, primarily due to an increase in term-time holidays.

Attendance for pupils with an EHCP has dropped significantly; however, this is due to a coding issue. A code was previously used for a child who had been absent, which affected the figures. In addition, there is currently no coding in place for pupils on part-time timetables.

The school continues to monitor attendance closely and issues Notice to Improve letters where appropriate. Attendance concerns are followed up promptly, and support is put in place to help improve pupils' attendance where needed.

Sports Funding

It has been confirmed that schools will not receive Sports Premium funding next year. At present, it is unclear whether any alternative funding will be provided to replace this. The loss of this funding will have a significant impact on the school, particularly in supporting the delivery of physical education, sporting opportunities, and associated resources and provision for pupils.

Q: What is the funding currently used for?

The main spending has been allocated to:

- Continued membership with the New Forest Sports Partnership
- Participation in competitions
- Continuing to offer 2 after school clubs and a lunch sports club

- Year 2 swimming lessons in the summer term

HAF Programme

The Holiday Activities and Food (HAF) programme is being actively promoted to families. Information is being shared with parents and carers to raise awareness of the activities and support available during school holiday periods, encouraging participation where appropriate.

Inclusive Mainstream Fund

The Inclusive Mainstream Fund (IMF) is undergoing substantial changes to SEN funding arrangements. The revised funding model will apply to pupils with identified SEND needs who do not have an Education, Health and Care Plan (EHCP). These changes are being introduced gradually and will be phased in over time. The school will continue to monitor the impact of these changes as further details become available.

Benedicts Law

The Headteacher will be attending a webinar on 17 July 2026 to gain further information and guidance regarding allergy management in schools.

The school is required to have an Allergy Policy in place. All staff have received appropriate training (included in First Aid training) to support pupils with allergies and to respond effectively in the event of an allergic reaction.

In addition, the school should hold a generic adrenaline auto-injector (EpiPen) on site for emergency use. Appropriate parental permissions and procedures must be in place to ensure the medication can be administered safely if required.

Martyns Law

Martyn's Law is being introduced, and the Headteacher has held discussions with Harrap's to explore the options available to the school in meeting its requirements. This has included consideration of security measures, such as the installation of alarm systems linked to computers, to support the school's emergency response and site security arrangements. The school will continue to review guidance and assess appropriate measures as further information becomes available.

4.2 School Improvement Plan

SIP 2026/27

The School Improvement Plan, including progress updates, has been shared with the Full Governing Body (FGB). School performance data was reviewed at the Curriculum and Standards Committee meeting, where outcomes were noted to be very positive.

A particular highlight was the Year 1 Phonics Screening Check. Every pupil who had attended the school since Reception successfully passed the phonics assessment, representing an excellent achievement and reflecting the strong early reading provision within the school.

Stakeholder evaluations

Parent evaluation responses were very positive, with parents either agreeing or strongly agreeing with the statements presented. The feedback reflects a high level of parental satisfaction with the school's provision, communication, and support for pupils, and provides positive affirmation of the school's ongoing work and priorities.

The school received many positive comments from parents regarding what their children had shared about their experiences at school. Such feedback is greatly valued and provides encouraging evidence of pupils' engagement and wellbeing.

The Headteacher continues to operate an open-door policy and welcomes communication from parents, carers, and members of the school community. Any concerns or questions are encouraged and will be listened to and addressed promptly. This approach helps to maintain strong relationships between home and school and supports a culture of openness, collaboration, and continuous improvement.

AP3: HT to issue the stakeholder evaluations to the FGB.

SIP ideas 2026/27

Following the Local Learning Partnership (LLP) visit, several potential priorities have been identified for inclusion within the School Improvement Plan (SIP) for 2026/27:

- **Oracy** – Developing and embedding oracy across the curriculum, ensuring that high-quality speaking and listening opportunities are woven through all subjects as well as literacy. This will support pupils' communication skills, confidence, vocabulary development, and overall academic achievement.
- **Early Years** – Given the increased focus on Early Years within the current inspection framework, this remains a key area for development. The school has signed up to an Early Years project for next year in partnership with

Stepping Stones, which will support continued improvement in provision and outcomes for children.

- **Mathematics** – Exploring opportunities to engage with the National Centre for Excellence in the Teaching of Mathematics (NCETM) to strengthen mastery approaches and further develop teaching and learning in mathematics across the school.
- **Religious Education (RE) and SIAMS** – Continuing to develop RE provision and preparing for future SIAMS requirements. Training will be provided by Jane Kelly, particularly to support new teaching assistants and staff members following recent staffing changes, ensuring consistency and confidence in delivery.

4.3 Self-evaluation (SEF) focus – Personal Development

The Headteacher will be meeting Simon on 23 July 2026 to look at the SEF. Due to recent changes to the Ofsted framework, a revised SEF will be developed as a priority to ensure alignment with updated expectations.

4.4 School Planning – PAN number

LA response to change of school status

The current Published Admission Number (PAN) is 30. There is some consideration being given to reducing the PAN; however, it is important to remain mindful of the current and projected cohort sizes. This year there will be 16 children in Year R, resulting in two cohorts of approximately 16 pupils.

One option would be to reduce the PAN to 20. Under this model, it would be necessary to operate mixed-age classes, with a Year R/1 class and a Year 1/2 class.

A further option would be to reduce the PAN to 15. This would effectively cap admissions and allow for a Year R class and a Year 1/2 class structure. However, there would still be the ongoing consideration of a "half class" within the school's organisation.

Alternatively, the PAN could remain at 30.

This is an issue that requires careful consideration, particularly considering future cohort sizes and class organisation arrangements. It was also noted that, from September, another local school will be operating mixed-age classes within its infant provision.

	It was further noted that a temporary admissions cap could be introduced to a particular year cohort if required, without making a permanent change to the school's PAN. Looking ahead, there is concern that fluctuations in cohort sizes may result in changes to the structure of mixed-age classes on a frequent basis. This could present challenges for long-term planning, staffing, curriculum organisation, and communication with parents. The Headteacher advised that a response had been received from Owen regarding the school's primary status. The Chair read the response to the Full Governing Body (FGB). The response confirmed that the current pause should remain in place for the foreseeable future. It was noted that this position would continue unless there is a material change in local circumstances that would warrant further consideration of the matter. Governors agreed to continue monitoring the position and to revisit the matter as circumstances develop. The school has been advised to keep the Published Admission Number (PAN) as a standing agenda item and to track pupil number trends and admissions data closely. School tours have been very positive, with prospective parents showing a high level of interest in the school. It was noted that parental choice remains a key factor in admissions. Feedback received from a number of parents indicated a preference for the school to become a primary school in the future. The recently held 4s Club has been well attended. Parents and children were fully engaged throughout the sessions, showing considerable interest in the school. Parents asked a range of questions and feedback from those attending was overwhelmingly positive. 4.5 SIAMS SEF The SIAMS SEF has been reviewed with Sue Bowen, Diocese. The SEF will be shared with the ETHOS Committee and then shared with the FGB.
5.	Safeguarding Safeguarding Report Safeguarding Visits

	The updated Safeguarding Report has been shared with the FGB. The new staff joining in September will attend the whole school training.
6.	Governor Matters 6.1 Governor Visits to demonstrate an understanding of the school's effectiveness. 6.2 Foundation Governor Visits to demonstrate an understanding of the Christian ethos of the school. Governors were thanked for the reports they had submitted. The reports were noted to be informative and insightful, providing valuable information regarding outcomes and the impact of school improvement activities. Ethos A learning walk focusing on the school's ethos has been completed. Governors were advised that a written report summarising the findings and any recommendations will be circulated to the Full Governing Body (FGB) in due course. The learning walk provided an opportunity to observe the school's values in practice and to consider their impact on the experiences of pupils and staff. Q: There was a concern highlighted that there was not an Occupational Therapist available. The Headteacher advised that the Occupational Therapist previously supporting the service has left their post. However, an appointment has been secured for a child to be seen by an Occupational Therapist, and referrals will continue to be made as required. Governors were informed that guidance and practical strategies remain available through the Children's Therapy Pack to support staff in meeting pupils' needs. It is hoped that the County will appoint a replacement Occupational Therapist in due course to ensure continuity of provision. 6.3 Governor training, development and feedback WGBT Following the meeting, the next WGBT was scheduled.

- Governors and Ofsted
- 14 October 2026
- 5 pm to 7 pm
- Tutor – Simon Mitchell-Innes
- Manor Church of England Infant School

Governors were reminded of the importance of undertaking training wherever possible to support their role effectively. An SLA (Service Level Agreement) is in place to cover the cost of training, and Governors were encouraged to make full use of the opportunities available.

6.4 Governing Board Improvement Plan – Evaluation

An evaluation of the Governing Board's effectiveness was completed at the previous FGB. Governors agreed that, going forward, the action plan should be reviewed and updated regularly, as it provides a clear focus for the Board's work and supports continuous improvement. Regular updates against the plan will enable Governors to monitor progress, identify priorities, and ensure that actions remain aligned with the school's strategic objectives.

6.5 Election of Chair – Emily Odell

Proposed by Teresa Pickup

Seconded by Bridget Durrant

Emily Odell was unanimously elected to take on the role of Chair of Governors.

Governors were advised that Emily has met with the current Chair to discuss the responsibilities and expectations of the role and to support a smooth transition.

Emily has also completed the Governor to Chair training, which she reported to be highly informative and beneficial in preparing her for the position. Although Emily is a relatively new Governor, members recognised her enthusiasm, commitment, and willingness to support the continued development of the school.

Governors welcomed Emily's interest in the role and expressed their confidence in her ability to help lead the Governing Board and support the school in moving forward.

Election of Vice Chair

Revd Alison Bennett was proposed for the role of Vice Chair of Governors.

Proposed by: Teresa Pickup

Seconded by: Serena Merritt

Revd Alison Bennett was unanimously elected as Vice Chair of Governors.

6.6 Reconstitution

Reconstitution of the Governing Board had been discussed at the previous meeting. Following consideration of the matter, Governors agreed that no immediate changes would be made and that the position would be reviewed in September/October.

It was recognised that this would provide an opportunity to consider the Board's composition, skills, and future governance requirements.

AP4: Re-constitution – agenda item next meeting

LA Governor vacancy

Governors noted that a vacancy had arisen following the resignation of the previous Local Authority (LA) Governor.

It was recognised that an LA Governor, although nominated by the Local Authority, has the same core responsibilities as all governors: to contribute to the strategic leadership of the school, hold school leaders to account for educational performance, and help ensure that all pupils receive a high-quality education.

Following discussion, it was agreed that the Governing Board would like to propose Mike Shelley for the role of Local Authority Governor. Mike is currently serving as a Parent Governor and is highly regarded for the skills, knowledge, and commitment he brings to the Governing Board. Governors agreed that he would be well suited to the role of LA Governor and would continue to make a valuable contribution to the strategic work of the Board.

AP5: Clerk to contact the Local Authority - Mike Shelley be nominated for appointment as the school's Local Authority Governor, subject to the Local Authority's approval process.

6.7 Roles for next academic year 2026/27

6.8 Committee membership

AP6: Roles and Committee membership – agenda item next meeting

7.	Health and Safety 7.1 Site Walk The external site walk report had been issued to the FGB, and the internal walk was scheduled for the following week. 7.2 Staff Training Jen will complete the Risk Assessment Assurance training. Benedicts Law: The Headteacher is booked to attend the training. HR training has been completed, covering complaints procedures and data changes. The County will adapt the relevant policies accordingly. The Safeguarding Audit has started. Meta Glasses: The safeguarding implications of wearable smart glasses were considered. The school will review any associated risks and ensure relevant safeguarding and data protection measures are in place. 7.3 Accident Reports One accident report was recorded this year. The matter has since been addressed and rectified, and no further incidents have been reported. 7.4 Fire Practices Practice is scheduled for the following week.
8.	Committees 8.1 Curriculum and Standards - 17 June 2026 The Committee minutes were shared with the Governors. 8.2 Resources –5 May 2026 No meeting held since last FGB.
9.	Marketing and promotion of the school To remain an agenda item going forward.

10.	Documents and Policies for Approval New academic year meeting dates The new dates for 2026/27 Governor meeting dates were proposed and agreed. Behaviour Policy The policy was issued and approved by the FGB.										
11.	Any Other Business AP7: Inset Day – 2 September 2026 – Safeguarding training at Beaulieu (Hampshire Safeguarding Board). 9 am – 12 pm. All Governors are invited to attend. Advise the HT if you would like to attend. Car share is available. The Chair said that she was sad to be stepping down but felt that the time was right. She said that she had greatly enjoyed working with everyone and would miss being part of the governing body. Members of the FGB expressed their appreciation for her significant contribution to the school. They thanked her for her hard work, commitment, and dedication and noted that she would be greatly missed.										
12.	Dates and items for future meetings <table border="1" data-bbox="280 1267 1240 1458"> <tr> <td>FGB</td><td>Wed 23 September 2026 – 5 pm</td></tr> <tr> <td>Pay and Performance</td><td>Thur 8 October at 1 pm</td></tr> <tr> <td>Resources</td><td>Tues 17 November at 5 pm</td></tr> <tr> <td>C&S</td><td>Wed 11 November at 5 pm</td></tr> <tr> <td>WGBT</td><td>Wed 14 October 2026 at 5 pm</td></tr> </table>	FGB	Wed 23 September 2026 – 5 pm	Pay and Performance	Thur 8 October at 1 pm	Resources	Tues 17 November at 5 pm	C&S	Wed 11 November at 5 pm	WGBT	Wed 14 October 2026 at 5 pm
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The meeting closed at 6.25 pm.

	Action Points – Minutes – 8 July 2026	
1.	Chair to sign minutes for the school folder – 20 May 2026. Completed at meeting.	Chair
2.	Clerk to send signed copy of the Minutes to the Diocese. Completed	Clerk

3.	HT to issue the stakeholder evaluations to the FGB. Completed	HT
4.	Re-constitution – agenda item next meeting	Clerk
5.	Clerk to contact the Local Authority - Mike Shelley be nominated for appointment as the school's Local Authority Governor, subject to the Local Authority's approval process.	Clerk
6.	Roles and Committee membership – agenda item next meeting	Clerk
7.	Inset Day – 2 September 2026 – Safeguarding training at Beaulieu (Hampshire Safeguarding Board). 9 am – 12 pm. All Governors are invited to attend. Advise HT if you would like to attend. Car share is available.	All
8.	EL sent apologies for next FGB. To note.	Clerk

MINUTES APPROVED

Signature 

Name (PRINT) Emily Odell

Position CHAIR

Date 23/09/26

Governor Roles and Responsibilities

Chair of Governors	Emily Odell
Vice Chair	Revd. Alison Bennett
Development and Training	Bridget Durrant
Attendance	Emily Odell
Food Governor – Benedicts Law	
Forum Rep	

Health and Safety	Mike Shelley
Safeguarding	Revd Alison Bennett
SEND	Lilian Armstrong
Pupil Premium	
More Able	Bridget Durrant
English	Eve Loughton
Maths	
EYFS	Lilian Armstrong
PE	
Wellbeing	Revd. Alison Bennett
Communications/ Press articles (2023/24)	
Christian Ethos	Revd Alison Bennett/Bridget Durrant/ Revd Serena Merritt
Climate Ambassador	

Committee Membership

Curriculum and Standards Committee	Resources
Sarah Munns - Headteacher Lilian Armstrong – Chair Bridget Durrant Cat Welling	Sarah Munns – Headteacher Eve Loughton – Chair Mike Shelley
Pay and Performance	HT Performance Management
Sarah Munns - Headteacher Bridget Durrant - Chair Rev. Alison Bennett	Lilian Armstrong Rev. Alison Bennett
Foundation Governor Group	Marketing and Promotion Working Party
Sarah Munns Rev. Alison Bennett Mrs Bridget Durrant Serena Merritt	Sarah Munns - Headteacher