



Our vision for Castle Hill Infant School is to create a diverse and inclusive environment where lifelong learning, well-being and adaptability are key. We will foster well-rounded individuals who are confident, resilient and self-motivated, preparing them for success in an ever-changing world.

CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held on
Monday 17th November 2025 at 5.30pm
(The meeting was quorate)

Present:	Katie Fatania Emma Fitzpatrick Sarah-Jayne Bird Sam Taylor Jodie Crane Katie Cameron Becky Portsmouth Stacey Chandler Peter Hayman Marion Taylor	Chair Headteacher (07-11/25) Vice-Chair
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In attendance:	Clare Massey	Clerk
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		<u>ACTION</u>
01-11/25	<u>Welcome and Apologies for Absence</u> The Chair started the meeting at 5.30pm and welcomed everyone.	
02-11/25	<u>Business and pecuniary Interests</u> No new declarations were made by Governors.	
03-11/25	<u>Minutes of the Meeting Held on 6th October 2025</u> The minutes of the meeting held on 6 October 2025 were agreed as an accurate record. They will be signed electronically by the Chair. <p style="margin-left: 40px;">A) Chair to sign minutes 06.10.2025 A) Clerk to convert to PDF and upload to Governor Hub</p>	Chair Clerk
04-11/25	<u>Action Log and Items from the Chair</u> <u>Action Log</u> The Action Log for the above meeting has been e-mailed with the agenda. Only those actions outstanding or requiring further comment will be listed below. The numbers correspond to the number on the log.	

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Date:

Castle Hill Infant School
 Full Governing Body
 17th November 2025



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	<p><u>70-23/24</u> Clerk to produce an induction pack and share with the HT and Chair – <i>ongoing.</i> The Clerk will review this in Dec/Jan and feedback at the next meeting</p> <p><u>06-24/25</u> ST, BP and SC to attend the NSPCC or national college Safer recruitment training – <i>ongoing.</i></p> <p><u>03-10/25</u> All Governors to complete their annual declarations on Governor Hub – <i>Ongoing.</i></p> <p><u>06-10/25</u> All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub – <i>Ongoing.</i> Chairs to sign the final documents – <i>Ongoing.</i> All Governors to complete their safeguarding and prevent training, to read the KCSiE document and to confirm on Governor Hub – <i>Ongoing.</i> Training certificates to be emailed to the clerk – <i>Ongoing.</i></p> <p><u>07-10/25</u> SEND Governor to discuss the SEND project with TN – <i>Ongoing.</i></p> <p><u>10-10/25</u> HT to organise the pins for years of service – <i>Complete.</i> The HT will wait till next year to purchase the pins. HT to speak to cluster heads regarding their procedure for shredding – <i>Ongoing.</i> This will be discussed at the next cluster meeting</p> <p><u>11-10/25</u> Chair to sign the updated MOPP list – <i>Ongoing.</i></p>	
<p>05-11/25</p>	<p><u>Governing Body Membership</u> <u>Governor Positions</u> There are now two co-opted positions available on the Governing Body. The Governing body will work on finding non-parent and ex-teaching staff Governors to join the Governing Body. Ideally, they would like Governors with a HR or legal background to fill some gaps.</p> <p>The Governing Board will also have a vacancy for a staff Governor from January 2026.</p>	

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	<p><u>Skills Audit</u> At the previous meeting the majority of the Governing Body carried out their skills audit. The last few Governors still need to complete their forms so that the Chair can correlate the information.</p> <p>Areas of improvement that have already been highlighted by the audit are;</p> <ul style="list-style-type: none"> • Stakeholder engagement • HCC online training uptake – areas that could be useful were Effective Governor Visits, Parent Governor Training, SEND and the Governor welcome program <p>A) Remaining Governors to complete their skills audit</p> <p><u>Collaboration Agreement with Winklebury School</u> The Governors were happy to approve the collaboration agreement with Winklebury School. The Clerk will upload the new version for the Chair to sign.</p> <p>A) Clerk to upload the new version for the Chair to sign A) Chair to sign the collaboration agreement with Winklebury</p>	<p>All Govs</p> <p>Clerk Chair</p>
<p>06-11/25</p>	<p><u>School Strategic Objectives</u> <u>HT Report</u> The HT uploaded her written report to Governor Hub prior to the meeting.</p> <p>Q) What is CPA? R) Concrete, pictorial and abstract. These are the different stages as we move through Maths</p> <p>Q) You mentioned that My happy mind has had an impact on the mental health of the pupils how do you evidence this? R) We can see specific children using the calming techniques and they can talk about breathing exercises. The whole school is working together with my happy mind which improves consistency</p> <p>Q) Have you had any feedback from parents? R) Not directly to me but the DHT has looked and 20 parents have engaged with the app which was rolled out last half term</p> <p>The Parent Governor expressed that she felt it was a very good app.</p> <p>P4 Number on roll – year 1 have 4 spaces. On census day there were 6 spaces, one in year 2 and 5 in Year 1.</p>	

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<p><u>Attendance</u></p> <ul style="list-style-type: none"> Attendance is looking good. The Government is using AI to set targets for schools but there have been issues and they have shut the site while they fix it. Persistently absent is 10 compared to 30 this time last year. The only concern is that half are SEND whereas last year they did very well. 1 child is persistently absent every year. Last year Year 1 had the highest number of persistently absent children but that has not equated to year 2 having the highest this year. We will investigate as the current Year 1 has the highest to see if there is a pattern. Attendance for Pupil premium is very strong. <p>Q) From the list of strategies which one works the best? R) Parents do not like the daily visits, which occur once a child has been off for five days and is below 80% attendance but the most effective is a meeting with the parents</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> We are awaiting two decisions regarding families We have one child on a reduced hours timetable, but we are meeting with parents as there is an EHCP for this child and they should be in fulltime The SCR is looking good <p>Q) Were the references a legacy issue? R) The references requests were sent out by a previous admin assistant, but no completed references were received. However, the previous headteacher has written references for anyone who doesn't have them so now all staff have at least one reference.</p> <ul style="list-style-type: none"> We have had two prejudicial Incidents Reported This Term. 1 ableist comment and 1 racist comment made this term. These have both been recorded and will be reported to County as part of the annual audit. AI is now part of KCSiE <p>Q) Can students access generative AI? R) Teachers can use it so it would be good to have a policy on it</p> <p>A) MT and HT to review AI in relation to KCSiE so that the school is compliant and discuss a policy around the use of AI in school</p> <p><u>Health and Safety</u> The higher fences have been installed around Early years which has rectified the safeguarding concern and the climbing frame has been removed from that area.</p>	<p>MT/HT</p>
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Other issues

The boiler is in desperate need of being replaced but we will not get a new one until 2027. HCC's only suggestion is that if it breaks, we will have to shut the school as we cannot use reconditioned parts.

Q) Have you fed this information back to HCC?

R) Yes

- Trees- we had to replace the window on one of the external doors as a branch hit in during a period of high winds. In addition, we also had a tree down across the play equipment. HCC removed the tree, but we are awaiting them to visit to review the conditions of the trees
- Security - We will have to consider a new supplier as Kestrel will no longer be subsidised and schools will have to cover to entire costs - Quote from DGCS was reviewed by the Finance Committee prior to the meeting. The cost for Kestrel is £1956 but £800 was subsidies by HCC. The quote for DGCS was as follows;
 - Patrols - £10.00 + VAT per patrol. Waiting confirmation on the number of patrols.
 - Alarm Response – £12.00 + VAT per month
 - 1 included call-out every month (up to 60 mins)
 - Extra call-outs available at standard rate.
 - First month FREE
 - Key holding - £15 per month or option of key box, Secure Key Box - £84.00 + VAT (Installation included) one off cost.
 - We have currently had patrols 1 per weekend 6pm-2am and every day in the school holidays, plus call outs for the alarm.
- Internet – The Juniors have changed their internet provider so as our internet goes through them, we will also need to change. We took the lower package costing £3,000 which was cheaper than HARRAP

Governors agreed that it would be beneficial to review the needs of the school when IT contracts end to see if there are any possible savings to be made.

Staffing

- Mrs. Carne has resigned and will leave at Christmas
- Miss Korentang is not returning from maternity
- Miss Jackson is on maternity leave
- We have hired a new LSA for year 2 as we have another EHCP in that year
- Mrs. Darby will take on a permanent LTSA role as she was previously covering the maternity leave

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- Mrs. Copeland will reduce her hours to 0.6, which is three days per week after Christmas
- Mrs. Champion is on long term sick after she became seriously ill on holiday. She is a dinner lady and cleaner. We currently have a professional company cleaning for 3 hours per day till January 2026

Q) What is the service like?

R) They clean very well and carried out the deep clean in the summer

S) Can we continue with them?

T) Unfortunately, they are too expensive to use in the long run

- There will be a new LLP as Chris Brooks-Martin is moving to a new role

Q) What are home grown students?

R) Children that started in Year R and have remained with us throughout. Looking at these children can give us useful information. This information is from Insight and compares our data to national

- The school is predominantly white British

Resourced Provision

Q) Could we offer speech, language and communication instead of AS?

R) No, they already have a provision for that but there is no AS provision in Basingstoke unless the child is in very high need

School Development Plan

The SIP includes current and future plans for the school on a three-year cycle. Some we may not manage to do and others we are already close to achieving.

1. To strengthen approaches to teaching, learning and assessment
2. To develop strong subject leadership which is consistent across all subjects
3. To refine Literacy across the school, ensuring that oracy is embedded in all areas
4. To develop consistent and high-quality Maths teaching and learning
5. To strengthen opportunities for personal development and community links

The Chair can corroborate the improvement of the quality of workbooks and coherence this year through her monitoring visits.

Q) What does the monitoring of SEND look like?

R) We look at books and carry out observations, especially for children who are struggling to progress

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Q) What else can we do?

R) Look at the interventions and see if they are having an impact

Q) What is planned for inset days that would enforce our visions and values?

R) Fundamental movement skills training will be carried out paid for by the PE funding as the focus for the school would be increased CPD for staff and involving the children in competitive sport. First Aid training in February as there are new rules around staff being Pediatric 1st aid trained to supervise lunch times for children in early years due to choking hazards. It was more cost effective to do the training this way than sending staff. £300 for 12 people to be trained. July has been left free as it will either be on the new Ofsted framework or if we have already been inspected, we will use it for further training

Q) With the teacher leaving at Christmas how comfortable are you covering their subjects as a subject leader?

R) We need to look at the subjects that we are strong on and cover those on a two-year cycle. Therefore, if a teacher is lead on more than one subject, they will not need to develop all three at the same time

Priority 1 - Strengthening teaching, learning and assessment

We are strengthening the quality to ensure what we have done is embedded. Therefore, we monitor and have focused reading to go over what we have already done. This year we are looking for consistency across the years through feedback and assessment, especially for SEND children. We are developing good practice and introducing the teaching and learning principles. We are making sure all staff have got them and we will embed them over the next few years, which will make them really strong if we get it right.

Monitoring plans – mapping the curriculum across projects by using the objectives from the national curriculum. The HT will discuss this more in depth with the Curriculum Committee at their next meeting.

Q) What is the impact of the Jane Warwick training?

R) Hopefully we will see the impact in the summer term once the subject leadership training has been completed

The early years teams from HCC visited last week and were pleased with what we were doing but we have work to do with moderation

A) HT to upload the HCC early years report to Governor Hub when received

HT

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<p>07-11/25</p>	<p><u>Governing Body Strategic review</u> <u>Governing Body Strategic Plan Priorities</u></p> <ol style="list-style-type: none"> 1. Strategy development 2. Stakeholder engagement 3. HCC Training 4. Recruiting Governors from the HR/legal sector 5. WGBT – Ofsted booked for January 2026 6. Make the effective Governance review stronger and link to the impact of decisions made by the GB 7. Skills Audit – use the opportunities available to Governors <p><u>Governor Monitoring plan 2025-26</u> This is included in the SIP.</p> <p>MT carried out a visit to check who the DSL was on site when both the HT and DHT are off site and if the staff were aware. The cover was in place and the HT has a whiteboard on her door with the DSL’s name on if they are off site.</p> <p><u>November</u></p> <ul style="list-style-type: none"> • Visit by the Chair– exclusion policy review while carrying out the SCR check • Pupil conferencing visit – to be planned at the CC meeting on 20.11.2025 • BP to book – subject leadership review of a confident subject lead while the changes are being implemented <p><u>December</u></p> <ul style="list-style-type: none"> • SJB to book - Governor review of the safeguarding plan and audit targets • SC to book - Internal site exam (might be postponed till January 2026) <p>A) The clerk will publish the visit dates that are booked at the CC meeting</p> <p style="text-align: center;"><u>(SJB leaves the meeting)</u></p>	<p>Clerk</p>
<p>08-11/25</p>	<p><u>Governor Training</u></p> <p>The Clerk uploaded her training feedback from Governors and Ofsted to Governor Hub and will also upload her Inclusion training before the end of term.</p> <p>A) Clerk to upload her Inclusion training feedback to Governor Hub before the end of term</p>	<p>Clerk</p>

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<p>09-11/25</p>	<p><u>Safeguarding</u> <u>Safeguarding update</u> Included in the HT's report. Item 06-11/25.</p> <p>The HT raised the point that KCSiE now states that no one should be in school without a DBS check. Therefore, a member of staff has had her start date delayed due to the DBS not being back. This may cause us to lose people if the DBS delays are too long.</p> <p>Q) Can you have them start but wear a red lanyard and be paired with another staff member? R) No, not anymore</p> <p>Q) Will this affect future work experience students? R) Not if they are under 18 years old or if they are students at Winchester university as they carry out their own DBS checks</p> <p><u>Single Central Record</u> The HT carried out an SCR check and the only issue raised was that some staff members did not have two references. However, the previous headteacher has written references for anyone who doesn't have them so now all staff have at least one reference.</p>	
<p>10-11/25</p>	<p><u>Committees</u> <u>Finance Committee report</u> The Chair gave a breakdown of the discussion had at the FC meeting and the outcome for the mid-year budget.</p> <ul style="list-style-type: none"> • Costs predicted are as we thought they would be, but the income has reduced considerably due to the census and the loss of PP children who have moved to the Juniors • The number on roll on census was 175 not the 180 we expected. Therefore, our budget share has dropped along with the FSM funding • ECHP funding is lower than expected but the HT is working on increasing the funding • The budget now shows a carry forward of £16,317 instead of the £28,661 predicted. 	

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11-11/25	Finance			
	Previous Budget September 2025			
		2025/26	2026/27	2027/28
	Total Expenditure	£1,208,529 (One million two hundred and eight thousand five hundred and twenty-nine pounds)	£1,179,365	£1,188,967
	Total Income	£1,188,737 (one million one hundred and eighty-eight thousand seven hundred and thirty-seven pounds)	£1,191,662	£1,198,212
	In Year Surplus (Deficit)	(£19,791) (Nineteen thousand seven hundred and ninety-one pounds)	£12,297	£9,246
	Surplus (Deficit) Brought Forward	£48,452 (forty-eight thousand four hundred and fifty-two pounds)	£28,661	£40,958
	Cumulative Surplus (Deficit)	£28,661 (twenty-eight thousand six hundred and sixty-one pounds)	£40,958	£50,204
<p>The school is in surplus, but we are in a worse position than predicted. Income has reduced and teacher's pay was more than expected as only 2.8% was covered by the Government. Therefore, the HT will suspend any large projects until the school is in a better position. She will also investigate other streams of income, possibly running their own after school club or the resource provision.</p> <p>Schools are now expected to be open from 8am till 6pm and the income from us running the after-school club would be significant. The HT will investigate what would be involved in taking over to see if it is a viable option.</p> <p>The HT, DHT and SAO did a lot of work to improve the budget from a £6,000 surplus initially when reviewed by EPS.</p> <p>The HT will discuss the position of the school with staff to be more transparent.</p>				

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Mid-year Budget			
	2025/26	2026/27	2027/28
Total Expenditure	£1,223,029 (One million two hundred and twenty-three thousand and twenty-nine pounds)	£1,137,756	£1,113,136
Total Income	£1,190,894 (One million one hundred and ninety thousand eight hundred and ninety-four pounds)	£1,160,165	£1,166,706
In Year Surplus (Deficit)	(£32,135) (Thirty-two thousand one hundred and thirty-five pounds)	£22,409	£53,571
Surplus (Deficit) Brought Forward	£48,452 (Forty-eight thousand four hundred and fifty-two pounds)	£16,317	£38,725
Cumulative Surplus (Deficit)	£16,317 (Sixteen thousand three hundred and seventeen pounds)	£38,725	£92,296
<p>Decision – All Governors were happy for the mid-year budget to be approved.</p> <p>A) Chair to sign the budget at the CC meeting on 20th November 2025 A) SAO to submit the budget before the deadline</p>			
12-11/25	<p><u>Policies</u></p> <ul style="list-style-type: none"> Exclusion Policy – <i>Approved.</i> All Governors were happy for this policy to be approved. <p>Q) In the policy it says that Governors are responsible to finding alternative schooling on the 6th day of an exclusion have we ever had to do that?</p> <p>R) I do it on your behalf</p>		Chair SAO

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	<ul style="list-style-type: none"> • Anti-bullying Policy – Approved. This is a work in progress. Yellow areas we are working on with the school council as well as developing an anti-bullying poster. We thought it was a good time to do this as we have just had anti-bullying week. All Governors were happy to approve this policy. <p>Q) Are you going to share this policy with parents? R) Once we have finalised the policy we will share with parents</p> <p>Decision – It was agreed unanimously that the policies should be approved:</p> <p>A) Clerk to update the policy matrix and upload to Governor Hub</p>	Clerk
13-11/25	<p><u>Reviewing Effective Governance</u> What have we discussed at this meeting that demonstrates effective governance?</p> <p>It was agreed that this section needs to evolve so that each point made links to a SIP priority or the vision and values and shows the impact of GB decisions. A reflective discussion at the July FGB meeting might be more beneficial than this item at every meeting.</p> <p>A) Clerk to add the visions and values to each agenda and set of minutes A) HT to add a section into the HT’s report regarding visions and values</p>	Clerk HT
14-11/25	<p><u>Full GB Meeting Dates</u></p> <p style="text-align: center;"><u>Dates 2025/26</u></p> <p style="text-align: center;">Monday 16th March 2026 – At school (PC before at 5pm) Monday 18th May 2026 - Virtual Monday 13th July 2026 – At school</p> <p style="text-align: center;">All meetings will start at 5.30pm.</p> <p style="text-align: center;">The meeting closed at 7.25pm</p>	

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ACTION LOG FOR THE FULL GOVERNING BODY MEETING OF CASTLE HILL INFANT SCHOOL HELD ON 17.11.2025.

Ongoing, continuous actions			
Number	Description	Ownership	Completed
06-07/25	MT and Chair to contact potential Governors and solicitors to see if they can fill the co-opted position	MT/Chair	
05-10/25	All Governors to read the Governance document on the DfE website		
Number	Description	Ownership	Completed
70-23/24	<ul style="list-style-type: none"> Clerk to produce an induction pack and share with the HT and Chair 	Clerk	
06-24/25	<ul style="list-style-type: none"> ST, BP and SC to attend the NSPCC or national college Safer recruitment training 	ST/BP/SC	
03-10/25	<ul style="list-style-type: none"> All Governors to complete their annual declarations on Governor Hub 	All Govs	
06-10/25	<ul style="list-style-type: none"> All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub Chairs to sign the final documents All Governors to complete their safeguarding and prevent training, to read the KCSiE document and to confirm on Governor Hub Training certificates to be emailed to the clerk 	All Govs ST/MT/KF All Govs All Govs	
07-10/25	<ul style="list-style-type: none"> SEND Governor to discuss the SEND project with TN 	SJB	
10-10/25	<ul style="list-style-type: none"> HT to speak to cluster heads regarding their procedure for shredding 	HT	
11-10/25	<ul style="list-style-type: none"> Chair to sign the updated MOPP list 	Chair	
03-11/25	<ul style="list-style-type: none"> Chair to sign minutes 06.10.2025 Clerk to convert to PDF and upload to Governor Hub 	Chair Clerk	
05-11/25	<ul style="list-style-type: none"> Remaining Governors to complete their skills audit Clerk to upload the new version for the Chair to sign Chair to sign the collaboration agreement with Winklebury 	All Govs Clerk Chair	
06-11/25	<ul style="list-style-type: none"> MT and HT to review AI in relation to KCSiE so that the school is compliant and discuss a policy around the use of AI in school HT to upload the HCC early years report to Governor Hub when received 	MT/HT HT	

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07-11/25	<ul style="list-style-type: none"> The clerk will publish the visit dates that are booked at the CC meeting 	Clerk	
08-11/25	<ul style="list-style-type: none"> Clerk to upload her Inclusion training feedback to Governor Hub before the end of term 	Clerk	
11-11/25	<ul style="list-style-type: none"> Chair to sign the budget at the CC meeting on 20th November 2025 SAO to submit the budget before the deadline 	Chair SAO	
12-11/25	<ul style="list-style-type: none"> Clerk to update the policy matrix and upload to Governor Hub 	Clerk	
13-11/25	<ul style="list-style-type: none"> Clerk to add the visions and values to each agenda and set of minutes HT to add a section into the HT's report regarding visions and values 	Clerk HT	

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