



CASTLE HILL INFANT SCHOOL
Minutes of Governing Body Meeting held on
Monday 6th October 2025 at 5.30pm
(The meeting was quorate)

Present: Katie Fatania Chair
 Emma Fitzpatrick Headteacher
 Sarah-Jayne Bird
 Sam Taylor Vice-Chair
 Jodie Crane (07-10/25)
 Katie Cameron
 Becky Portsmouth
 Stacey Chandler
 Peter Hayman

Apologies: Marion Taylor

In attendance: Clare Massey Clerk

| | | <u>ACTION</u> |
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| 01-10/25 | <p><u>Welcome and Apologies for Absence</u> The Chair started the meeting at 5.30pm and welcomed everyone.</p> <p>Apologies were received and accepted from Marion Taylor.</p> | |
| 02-10/25 | <p><u>Election of Chair and Vice Chair</u> <u>Election of Chair</u> Katie Fatania was happy to stand as Chair for another year. There were no other nominations. Therefore, it was agreed unanimously that Katie Fatania should be appointed.</p> <p><u>Election of Vice-Chair</u> Sam Taylor agreed to take on the role again for the next year, accordingly, it was agreed unanimously that Sam Taylor should be reappointed.</p> <p><i>A) Clerk to add the Chair and Vice Chair appointments to Governor Hub and HSfS</i></p> | Clerk |
| 03-10/25 | <p><u>Declaration of Interests</u> <u>Declarations of interest in any agenda items</u></p> <ul style="list-style-type: none"> The clerk declared that she was now clerking for Kingsclere CE Primary school. | |

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| | <ul style="list-style-type: none"> • Katie Cameron declared that Stacy Chandler was now her nail technician <p><u>Confirmation of declarations of interest on Governor Hub</u> Governors were reminded to complete the annual declaration of interests on Governor Hub if they had not already done so.</p> <p>A) All Governors to complete their annual declarations on Governor Hub</p> | All Govs |
| 04-10/25 | <p><u>Minutes of the Meeting Held on 7 July 2025</u> The minutes of the meeting held on 7 July 2025 were agreed as an accurate record. They will be signed electronically by the Chair.</p> <p>A) Chair to sign minutes 07.07.2025 A) Clerk to convert to PDF and upload to Governor Hub</p> | Chair Clerk |
| 05-10/25 | <p><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.</p> <p><u>70-23/24</u> Clerk to produce an induction pack and share with the HT and Chair – <i>ongoing.</i></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>06-05/25</u> KF to complete the declaration form – <i>ongoing.</i> Clerk to email the form to KF</p> <p><u>12-05/25</u> HT to check with legal on the rules on keeping pupil details – <i>completed.</i> The guidance is not very clear.</p> <p><u>06-07/25</u> MT and Chair to contact potential Governors and solicitors to see if they can fill the co-opted position – <i>ongoing.</i></p> | |

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| | <p><u>Items from the Chair</u></p> <ol style="list-style-type: none"> 1. Skills Audit – the Governors will complete during the meeting for the DTG to correlate and share with Governors at the next meeting 2. The Chair carried out an AI minutes review to look at the effective Governance section and to produce a chart of prompting questions for Governors. It was discussed that Governors need to focus on critical thinking in line with the school vision to drive the school forward. It was suggested to Governors that they should read the DfE Governance document so that they can be more strategic when looking at the SDP and evidencing the progress. Therefore, going forward the Governing body needs to be a cohesive leadership group that looks at the impact of actions taken by staff and hold the HT and each other accountable. It was discussed whether the final section should be removed from the minutes, but it was agreed that it should be more evidence based from monitoring visits, emails and informal talks with the HT. Governors are to add messages to Governor Hub for the clerk to correlate and to be discussed at FGB meetings. Governors to create a formal monitoring plan at the next FGB meeting. All governors to commit to 3 days per year for monitoring visits. <p>A) Clerk to add Skills audit feedback to the next FGB agenda</p> <p>A) All Governors to read the Governance document on the DfE website</p> <p>A) Clerk to correlate all monitoring messages on Governor Hub and add to the next FGB meeting folder</p> <p>A) Clerk to add monitoring reports and messages to the next FGB agenda</p> <p>A) Clerk to add monitoring plan to the next FGB agenda</p> <p>A) Clerk to email the Governors the safer recruitment links</p> | <p>Clerk All Govs</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p> |
| <p>06-10/25</p> | <p><u>Governing Body Membership</u> <u>Confirm Governing Body Structure</u> It was agreed that the governing body would continue with the Curriculum Committee three times per year and the Finance Committee five times per year.</p> <p><u>Appointment of Governor roles</u> <u>Curriculum Committee</u> Katie Fatania Marion Taylor Stacey Chandler Jodie Crane Emma Fitzpatrick Katie Cameron</p> <p style="text-align: right;">Chair</p> | |

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| | <p><u>Finance Committee</u> Sam Taylor Peter Hayman Stacey Chandler Emma Fitzpatrick Becky Portsmouth</p> <p><u>HTPM Committee</u> Marion Taylor Katie Fatania Peter Hayman</p> <p><u>Pay Committee</u> Sam Taylor Katie Fatania Becky Portsmouth</p> <p>Attendance Governor Development Training Governor EAL Governor</p> <p>Safeguarding/Child Protection Governor</p> <p>SEND Governor Health & Safety Governor Forum Rep Early Years Governor Wellbeing Governor Pupil Premium Lead Governor Website Monitoring Governor Safer Recruitment Governors</p> <p>Art Subjects Governor Science Subjects Governor</p> <p><u>Governor Positions</u> There is now one co-opted position available on the Governing Body. The Chair informed the Governors that Robert Megone had decided to resign as his workload was too great to fully commit to the Governor role. Therefore, as there are a lot of Governors who are also parents it was decided that the Governing Body would move a parent from a co-opted role to a parent role so that the Governing Body could find non-parent Governors to fill the skills gaps.</p> <p>Stacey Chandler volunteered to be moved to the parent Governor role.</p> | |
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| | <p><u>Collaboration Agreements</u> The Governors were happy to approve the collaboration agreement with manor Field Schools Federation. It was uploaded prior to the meeting and signed in the meeting by the Chair.</p> <p>A) Clerk to upload the scanned document to both school's Governor Hub accounts.</p> <p>The Clerk and HT were unable to find a copy of the agreement with Winklebury.</p> <p>A) Clerk to email the clerk of Winklebury Federation to see if she can find a copy of the collaboration agreement A) Clerk to add collaboration agreement to the next FGB agenda</p> <p><u>KCSiE, GB Skills Audit, Safeguarding and Prevent Training</u> The Governors were reminded to read the whole of the KCSiE document and to complete their annual safeguarding and prevent training and then to confirm when they had done so on Governor Hub.</p> <p>A) All Governors to complete their safeguarding and prevent training, to read the KCSiE document and to confirm on Governor Hub A) Training certificates to be emailed to the clerk</p> <p>The Governors all completed their skills audit during the meeting. The Chair will correlate the information and feedback at the next meeting.</p> <p>A) Clerk to add skills audit feedback to the next FGB agenda</p> <p><u>Instrument of Governance</u> The Governors reviewed the instrument of Governance and were happy that no amendments were necessary.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All Govs</p> <p>All Govs</p> <p>Clerk</p> |
| <p>07-10/25</p> | <p><u>School Strategic Objectives</u> <u>HT Report</u> The HT gave a verbal report to Governors.</p> <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • All safeguarding training will be completed using National College • Intimate care policy has been written and all Early Years parents have given permission • All CPOMs were transferred by 10th September for all children in Year 3 • A new EY fence was put up during the summer • Safeguarding monitoring schedules have been written | |

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- The Safeguarding audit has been completed and the safeguarding Governor has agreed with the actions
- The safeguarding audit has been submitted
- Since September there have been 8 physical interventions (2 children) and 7 aggressive incidents towards adults reported to County
- We currently have 2 families on CP plans, 3 with CIN plans and 1 early help hub

Effective Leadership and Management

- Chris Brooks-Martin has been promoted to district manager. He will be moving on in January, we don't yet know who our LLP will be
- DHT is leading provision in the Willow room four mornings per week
- HT will be attending a county Ofsted briefing
- HT and TN will be part of the County district SEND project with Catherine Redgrave. The school currently has 30 children on the SEND register (years R-2) which is high for this time of year
- I had a meeting today with Helen Ley and Joseph Woodward about the resourced provision for Autistic syndrome children

A) SEND Governor to discuss the SEND project with TN

Resourced Provision

We have chosen to specialize in children on the Autism spectrum (AS). We do not choose the children, but we will have a discussion with HCC to set the criteria. All the children currently in the Willow room reach this criteria. It will be a nine place provision but we will start with 5 children and work up to nine. Four of our children will transfer to the provision. We will need to hire a SEND teacher who we can use across the school as well as 2 LSAs. There is currently no AS provision in Basingstoke and due to the age, they will not need a diagnosis to be considered for the provision.

1st year – 5 children £62,000 funding

2nd Year – 7 children £111,000

3rd Year – 9 children £145,000

Q) Why is it capped at 9 places?

R) Due to space, but children in the school will still have access to the provision. It will only be for children of high need

Q) How will the funding be used?

R) Mainly for staff. There will be a capital budget of £60,000 for any building work. We will need to move into the PPA area and move PPA to the staff room and we will need to purchase a shed for Richard to store his equipment. In addition, Carol will need a room at Winklebury as we will need to use her room as a changing room. We are currently in discussion with

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Winklebury regarding this.

Q) Is the money realistic from all you need to do?

R) Yes

Q) Will the children be there the whole time?

R) We would like to integrate them when we can just like we do now. Some children join in with PE or drama lessons

Q) How do you feel?

R) We can't continue as we are and we need to future proof for the increase in need we are seeing

Q) What is making parents choose the school?

R) We are inclusive and have a great reputation. EP and PB services both have a high opinion of what we are doing

Q) Is this going to help you reach the vision of the school?

R) Yes

Q) Can we guarantee that this is your choice?

R) Yes, once the criteria is set with the SEND team

Q) Will the criteria go to parents?

R) Yes

Q) Will it affect the PAN for the school?

R) No, it will have a separate PAN

Decision – All Governors were happy to approve the resourced Provision.

Quality of teaching and Learning

- Learning walks have been scheduled in
- Areas for development have been identified
- Two ECTs this year – 1 in first year and 1 in their 2nd
- PM calendar is complete

Personal development, Behaviour and Attitudes

- Numbers on roll: 175, there are 5 spaces in Year 1 and there are no waiting lists but there is one child starting in November
- There are a number of Open mornings for prospective parents over the Autumn term
- The school has signed up for the EARA group and Basingstoke and Deane Inclusion and Diversity Partnership
- No racial incidents or exclusions have taken place so far this academic

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year but there has been one ableist comment this year. Last year we had two ableist comments and 1 racial incident – these were reported to County via the PLAB survey

- A range of clubs are starting after half term – letters have gone home
- NSPCC are coming into school
- World Mental Health day is on Friday

A) How are you funding the clubs?

B) Staff are running the clubs in exchange for a day off

Other School Issues

- Attendance – Final attendance was a good improvement and was 96.2% - the report is on Governor Hub
- Each of our children with EHC plans has additional support, however the funding is not sufficient and provision maps are being completed to send to the SEND team. Currently there are 9 EHCPs in school, in addition there is 1 at draft stage, 1 at assessment stage and 1 at the gathering information stage
- Behaviour of 1 child is causing a great deal of disruption for the school – he will now be at an in-reach alternative provision on Mondays and Tuesdays

Q) Is the child on reduced hours?

R) His mum is collecting him at 3pm but he finishes lessons at 2.30pm and then at the resourced provision. He seems to really enjoy Forest school.

Q) Is there anything else that you can do?

R) We are trying not to suspend and to look at triggers but if there is any further targeted behaviour then we will have to suspend

- The dishwasher in the kitchen gave one of the staff an electric shock which has resulted in slight nerve damage. The dishwasher was purchased from HC3S, but all the paperwork is in place, it has been serviced. As there was an issue with its heating, we had an engineer in on the Monday before the incident to check it and they confirmed it was in working order. We have since had it checked by an electrician and they said all the electrical components are fine. We think it may be one of the elements but to ensure the safety of the staff we have decided to replace it. We have gone with the cheapest and it will cost £2,000.

Key Priorities

- Continue to work with County to ensure that children have the correct support and in the correct environment, including possible resourced provision
- Ensure the consistency of teaching, learning and assessment
- Ofsted framework

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| | <ul style="list-style-type: none"> Well-being of the SLT <p><u>School Development Plan</u> This document was uploaded to Governor Hub prior to the meeting.</p> <ol style="list-style-type: none"> To strengthen approaches to teaching, learning and assessment To develop strong subject leadership which is consistent across all subjects To refine Literacy across the school, ensuring that oracy is embedded in all areas To develop consistent and high-quality maths teaching and learning To strengthen opportunities for personal development and community links <p><u>Attendance Tracker</u> The school now uses Insight Data Tracker which shows attendance patterns and allows the HT to look at groups. This is done weekly by the HT. The DfE attendance report was uploaded to Governor Hub.</p> <p>No questions were raised by Governors.</p> <p style="text-align: center;">(JC Leaves)</p> | |
| 08-10/25 | <p><u>Governing Body Strategic review</u> <u>Governing Body Strategic Plan Priorities</u> <i>This will be discussed at the November FGB.</i></p> <p><u>Governor Monitoring visits 2025-26</u> <i>This will be discussed at the November FGB.</i></p> <p><u>Priority 1 (standing item)</u> <i>This will be discussed at the November FGB.</i></p> <p><u>Single Central Record</u> <i>This will be discussed at the November FGB.</i></p> <p style="text-align: center;">A) Clerk to add GB strategic plan priorities, Monitoring plan, priority 1 and SCR to the November FGB agenda</p> | Clerk |
| 09-10/25 | <p><u>Safeguarding</u> <u>Safeguarding Audit</u> The completed audit was uploaded to Governor Hub prior to the meeting and approved by the safeguarding Governor on behalf of the Governing Body. It was submitted prior to the deadline.</p> | |

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| | <p><u>Safeguarding update</u> See item 07-10/25</p> <p><u>Designated Teacher Report to Governors</u> The Headteacher advised that there is now one previously Looked After Child on roll this year. Therefore, the HT is now on training for LAC.</p> | |
| <p>10-24/25</p> | <p><u>Committees</u> <u>Finance Committee</u> The draft minutes were uploaded to Governor Hub prior to the meeting for Governors to read.</p> <ul style="list-style-type: none"> • There is an in-year deficit, but the school still has a huge carry forward surplus. Therefore, the school will still be in surplus for the next few years • The school passed all sections of the finance audit. However, there were a few minor elements that were discussed further. <ol style="list-style-type: none"> 1. The HT will now sign the payroll reports each month. 2. The long service reward is now a certificate from Hampshire, so the Finance Chair thought it would be good to discuss what the school will do for these staff members, whether a special event or a commemorative pin. It was agreed that an assembly and a pin would be nice for staff. This element will now be removed from the finance audit 3. It is hard to record the shredding of documents. The HT will ask the cluster heads if they have a procedure for shredding in line with the HCC retention document <p><i>A) HT to organise the pins for years of service</i> <i>A) HT to speak to cluster heads regarding their procedure for shredding</i></p> <p><u>Curriculum Committee</u> The draft minutes were uploaded prior to the meeting for Governors to read. The Chair was not in attendance, so no report was given.</p> | <p>HT HT</p> |
| <p>11-10/25</p> | <p><u>Policies</u></p> <ul style="list-style-type: none"> • Pay Policy – <i>Approved.</i> • Performance Management Policy – <i>Approved.</i> • Manual of Personne Practice (MOPP) and any in-year updates – <i>Approved.</i> <i>The HT decided which policies are needed from the list and the clerk will upload to Governor Hub for the Chair to approve and sign.</i> | |

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| | <ul style="list-style-type: none"> • Child Protection Policy (HCC) – <i>Approved.</i> based on the HCC model policy, personalised to the school • Safeguarding Policy (HCC) – <i>Approved.</i> based on the HCC model policy, personalised to the school. • SEND Policy – <i>Approved.</i> • Admissions Policy – <i>Approved.</i> • Staff Disciplinary, Conduct and Grievance Policy (MOPP) – <i>Approved.</i> • Low Level Concerns Policy – <i>Approved.</i> • Staff Code of Conduct – <i>Approved.</i> • Designated Teacher for Looked After and Previously Looked After Children Policy – <i>Approved.</i> • Intimate Care Policy – <i>Approved.</i> • Attendance Policy – <i>Approved.</i> <p>No questions were raised by Governors.</p> <p>Decision – It was agreed unanimously that the policies, circulated before the meeting, should be approved:</p> <p><i>A) Chair to sign the updated MOPP list</i> <i>A) Clerk to update the policy matrix and upload to Governor Hub</i></p> | Chair Clerk |
| 12-10/25 | <p><u>Annual Planners</u> Pay Panel – held prior to the meeting. All recommendations were approved by the panel.</p> <p>Headteacher’s Appraisal Committee – Tuesday 21st October 2025 at 2pm with the LLP</p> | |
| 13-10/25 | <p><u>Visits</u> <u>Off-site visits plan for 2025-26</u></p> <ul style="list-style-type: none"> • Bucklebury Farm • Titanic • All visiting the Haymarket Theatre (PTA contributed to this trip) • Hilliers <p>All visits strengthen the children’s personal development and links to the community. The HT has also asked the PTA to fund some drama lessons.</p> <p>Decision – All Governors were happy to approve the trips.</p> | |

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| <p>14-10/25</p> | <p><u>Governor Training</u> <u>Whole Governing Body Training</u> Governors were reminded that the WGBT session on Ofsted would be taking place on Monday 12th January 2026 at 5.30pm.</p> <p><u>Training</u></p> <ul style="list-style-type: none"> • The HT is booked on Pupil Premium training • The Chair is on Finance and Risk management training | |
| <p>15-10/25</p> | <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 SDP priority and shows the impact. Therefore, the SDP priorities will be displayed at each meeting so that Governors can link questions to them.</p> | |
| <p>16-10/25</p> | <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 17th November 2025 - Virtual 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 7.44pm</p> | |

ACTION LOG FOR THE FULL GOVERNING BODY MEETING OF CASTLE HILL INFANT SCHOOL HELD ON 6.10.2025.

| Ongoing, continuous actions | | | |
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| 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 | |
| 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 | |

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| 06-05/25 | <ul style="list-style-type: none"> • KF to complete the declaration form | KF | |
| 02-10/25 | <ul style="list-style-type: none"> • Clerk to add the Chair and Vice Chair appointments to Governor Hub and HSfS | Clerk | |
| 03-10/25 | <ul style="list-style-type: none"> • All Governors to complete their annual declarations on Governor Hub | All Govs | |
| 04-10/25 | <ul style="list-style-type: none"> • Chair to sign minutes 07.07.2025 • Clerk to convert to PDF and upload to Governor Hub | Chair Clerk | |
| 05-10/25 | <ul style="list-style-type: none"> • Clerk to add Skills audit feedback to the next FGB agenda • All Governors to read the Governance document on the DfE website • Clerk to correlate all monitoring messages on Governor Hub and add to the next FGB meeting folder • Clerk to add monitoring reports and messages to the next FGB agenda • Clerk to add monitoring plan to the next FGB agenda • Clerk to email the Governors the safer recruitment links | Clerk All Govs Clerk Clerk Clerk Clerk | |
| 06-10/25 | <ul style="list-style-type: none"> • Clerk to update Governor Hub and HSfS and to email SC a declaration form • SC to complete the declaration form and email back to the clerk • All Governors were asked to confirm their agreement to abide by the Code of Conduct on Governor Hub • Clerk to upload the final PDF copies of the CoC, HTPM ToR and PC ToR to Governor Hub • Chairs to sign the final documents • Clerk to upload the scanned document to both school's Governor Hub accounts. • Clerk to email the clerk of Winklebury Federation to see if she can find a copy of the collaboration agreement • Clerk to add collaboration agreement to the next FGB agenda • 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 • Clerk to add skills audit feedback to the next FGB agenda | Clerk SC All Govs Clerk ST/MT/KF Clerk Clerk Clerk All Govs All Govs Clerk | |

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| 07-10/25 | <ul style="list-style-type: none"> SEND Governor to discuss the SEND project with TN | SJB | |
| 08-10/25 | <ul style="list-style-type: none"> Clerk to add GB strategic plan priorities, Monitoring plan, priority 1 and SCR to the November FGB agenda | Clerk | |
| 10-10/25 | <ul style="list-style-type: none"> HT to organise the pins for years of service HT to speak to cluster heads regarding their procedure for shredding | HT HT | |
| 11-10/25 | <ul style="list-style-type: none"> Chair to sign the updated MOPP list Clerk to update the policy matrix and upload to Governor Hub | Chair Clerk | |

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