



Full Governing Body Meeting

Thursday 22 January 2026 at 4:30 pm

Venue: Foxhills Junior School

Governors Present:	<p>Lucy Howe, Headteacher Ann Arscott, LA Governor, Chair of Governors (AA) Anne Marie Datlen, Co-opted Governor (AMD) Caroline Hubbard, Co-opted Governor (CH) Nicky Medley, Staff Governor (NM) Paul Terris, Co-opted Governor (PT) Natasha Wooton, Co-opted Governor (NW) Glenda Thornley, Co-opted Governor (GT) Chris Boalch, Parent Governor (CB) Michael Paye, Parent Governor (MP) Sian Winter, Co-opted Governor (SW)</p>
Apologies received after the meeting:	<p>Lowri D'Sa Co-opted Governor (LD) Donna Neill, Co-opted Governor, (DN)</p>
In Attendance:	<p>Heather James, Associate Member (HJ) Tracy O'Connor, LA Clerk (TOC)</p>

1.	<p>Welcome, Introductions and Apologies</p> <p>The Chair welcomed everyone to the meeting. The meeting was quorate.</p> <p>Apologies were received after the meeting from Lowri D'Sa and Donna Neill.</p>
2.	<p>Declaration of Business and Pecuniary Interests</p> <p>2.1 To record any business, pecuniary or personal interest on the agenda items.</p> <p>There were no additional business or pecuniary interests to note.</p> <p>2.2 Self-evaluation (All) All governors to identify and record the following during the meeting:</p> <p>How have Governor actions discussed at this meeting benefited the children to become life-long learners?</p>

Signed:
Date:

Ann Arscott

12th March 2026

	<ul style="list-style-type: none"> Reviewed attendance, impact of poor attendance on learning, and strategies to encourage better attendance where necessary Reviewed IS LLP report and questioned outcomes . <p>How have the Governors supported and challenged the senior staff strategically during the meeting?</p> <ul style="list-style-type: none"> Considered SLT staffing given resignation of one member. Considered Staff well being Discussed the budgets for both schools. Noted JS budget has improved due in part to staff change with the JS prioritised. .
3.	<p>Minutes of Last FGB Meeting – 4 December 2025</p> <p>3.1 To agree and sign minutes of previous meeting. The minutes and confidential minutes of the FGB on 4 December 2025 were an accurate record of the meetings and were agreed and approved by the FGB.</p> <p>AP1: Chair to sign Approved minutes 4 December 2025. Completed</p> <p>3.2 Matters arising and action points</p>

Action Points – FGB 4 December 2025		
1.	Chair to sign approved minutes 23 October 2025 and 20 November 2025. Completed	Chair
2.	HJ to advise dates of the Inset/Twilights – PINs project. The Partnerships for Inclusion of Neurodiversity in Schools (PINS) programme is a national, needs-led initiative supporting neurodivergent children in mainstream primary schools. 29 January 2026 3.30 pm to 4.30 pm 12 February 2026 3.30 pm to 4.30 pm 5 March 2026 3.30 pm to 4.30 pm 13 March 2026 – Inset Day – PINS training – focus physical and sensory needs in the classroom - 9 am	HJ
3.	English and Maths monitoring visit reports to be completed. Carried forward.	DN
4.	DN to liaise with Natalie to arrange monitoring – Impact of assessment and analysis. Carried forward	DN
5.	LLPR report to be circulated to the FGB. Completed. Agenda item next meeting.	Clerk
6.	Staff survey report – Chair to draft a response to the staff survey. Full feedback to be provided next term. Completed	Chair
7.	LAC Policy and Freedom of Information Policy – agenda item next meeting Completed	Clerk

Signed:
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Anne Ascott

12th March 2026

8.	FGB agenda item – staff leave request. Completed	Clerk
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4.	<p>HT Report</p> <p><u>Numbers on Roll for September</u></p> <p>Admissions closed last week.</p> <p>Year 3 64 first-choice applicants, which represents a positive position for the school. There will be 2 classes of 32. The Office of the Schools Adjudicator (OSA) previously set a precedent of 35 places, strengthening confidence in the school’s capacity expectations and supporting parental assurance regarding Junior entry.</p> <p>Year R 44 first-choice applicants, which is lower than usual and below the school’s typical intake pattern. Year R has usually been oversubscribed.</p> <p>Q: Do we have any knowledge why this is?</p> <ul style="list-style-type: none"> • A main driver appears to be a smaller on-site Nursery cohort (–10 children). • Parental perceptions around Junior School PAN changes may be influencing decisions. • Historical admissions constraints may have led some families to maintain siblings elsewhere. • There is no evidence of reputation-related factors impacting applications. <p>Q: When will the school find out how many children have been allocated? The school will receive the official allocation figures in April, when the Local Authority issues confirmed Reception and Junior School places as part of the national offer process. Based on current information, it is not expected that the number of children allocated to Year R will rise significantly beyond the 44 first-choice applications. This reflects a wider trend this year, with many schools experiencing lower numbers across the area.</p> <p><u>Promoting the School</u></p> <p>Visibility and marketing: The school has a good website and active social media presence. They showcase unique features through videos and photos and share lots of information. Need to develop downloadable prospectuses, interactive maps and web enquiry forms.</p> <p>Parent experiences: open days are memorable. Offer personalised tours for those that cannot make the open days. Ensure fast, proactive communication and offer wrap around care.</p>
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Date:



12th March 2026

Community relationships: engage well with the Parish Council. Support local care homes and the outreach committee. Represent the school in community organisations- village fete and choir. Strengthen word of mouth.

Federation's core offer: strong outcomes, above national. Consistent culture and leadership team that is well-established (ten years). Great grounds and facilities- could do more to promote these. Link with other schools in Southampton.

Responded proactively to falling rolls: staffing restructures and reshuffles, SLT adjustments, strengthened SEND support, do need to focus on pastoral and ELSA role.

Q: Could we target the new housing developments and the builders?

It would be good to contact local Estate Agents. Creation of a flyer that could be shared wider in the community.

The Headteacher will be contacting the Local Authority Admissions Team to request an updated forecast of predicted pupil numbers for future cohorts. This will support strategic planning by providing:

- Expected Reception and Junior intake trends
- Projected local birth-rate data
- Anticipated population changes within the catchment
- Likely demand for places over the next 3–5 years

These forecasts will help the school better understand whether the lower Year R applications this year reflect a temporary demographic dip or a longer-term pattern and will enable governors to make informed decisions relating to staffing, budgeting and long-term planning.

Attendance

Current attendance for both schools:

Infants 95.3%

Juniors 95.2%

Without C2 and B codes:

Infants: 95.8%

Juniors: 95.6%

The school is currently experiencing higher levels of pupil absence due to a significant amount of illness. There has been an increase in coughs, colds, and seasonal viral symptoms, and some parents are choosing to keep children at home for these reasons. The school continues to vigorously monitor attendance and follow established procedures including contacting families promptly to gather further information where absences are unexplained or prolonged.

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Date:



12th March 2026

A review has been undertaken of all pupils who have accumulated more than 15 days of absence so far, this academic year. The Headteacher shared the detailed analysis with Governors.

Q: The Headteacher is meeting with families regularly – what else is being done, and is there anything additional that could be implemented?

The school is already taking a comprehensive, tiered approach to supporting attendance, using empathy with boundaries as set out in the Attendance Policy. Current actions include both supportive and formal measures.

- Empathy with Boundaries approach
- Pastoral Support
- Soft Starts to the School Day
- Meet-and-Greet at the Gate or Classroom
- Main Entrance Access
- EP involvement

Formal / Escalated Strategies

- Attendance Letters - Staged letters issued in line with policy to formalise concerns. Ensures parents are aware when absence reaches key thresholds.
- Evidence Requirements - Where parents cite illness or travel, the school requests appropriate confirmation (medical evidence or proof of emergency flight bookings) to ensure accurate coding.
- Clear Escalation - Pathway Cases move to formal monitoring where early support has not improved attendance.

The school will be running parent workshops every half term – tackling behaviour at home and anxiety. Meeting dates to be arranged – counselling, low mood and EBSA.

Staffing Update

Please see Confidential minutes.

Budget impact following resignation

Infant Budget

The infant budget is currently in a healthy position. However, a low PAN in Year R would have a negative impact on future funding.

Cumulative surplus in 2025/26 is £44,403 (forty-four thousand four hundred and three)

In 2026/27 predicting surplus will be £47,747 (forty-seven thousand seven hundred and forty-seven)

In 2027/28 £31, 351 (thirty-one thousand three hundred and fifty one)

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Date:



12th March 2026

Junior budget

With the advised SLT staff changes, the deficit has now reduced by approximately £17,500 (seventeen thousand five hundred). At the end of 2026/27, the projected deficit stands at –£21,440 (twenty-one thousand four hundred and forty). Claire is currently working on the outturn for 2025/26 and is confident that our carry forward—currently estimated at £22,000 (twenty-two thousand)—will be higher than originally predicted.

For example:

- Supply Costs: If we can keep our supply costs down until the end of March, there is a potential underspend of £5,000–£10,000.
- Gas and Electricity: If there are no unexpected charges, there is a potential underspend of £3,000 on gas and £3,500 on electricity.
- Water Charges: As discussed, there is the potential for a significant saving on water due to the faulty water meter.
- Contract Cleaning: Overestimated holiday hours and reduced hours due to sickness/holiday give a potential underspend of £2,000.

These figures are indicative rather than definitive; however, overall the school is in a much stronger position. If current trends continue, they should be able to present a more positive 2026/27 budget position at the end of this financial year.

A review of the Junior budget indicates that the school is not currently in a financial position to appoint an additional member of staff. The Headteacher has presented an outline of the proposed staffing structure to provide clarity on how the school would operate within existing resources.

Q: With that structure are you confident that the School Improvement Plan and the priorities are still achievable?

The school will need to operate within the resources available, as this is all that can be afforded within the current financial constraints. While the proposed structure may require adjustments to workload distribution and prioritisation, the school remains committed to delivering the key objectives of the School Improvement Plan. Achieving these priorities will depend on careful planning, efficient deployment of staff, and ongoing monitoring to ensure that essential actions remain on track despite the financial limitations.

Q: Do you need to concern yourself with what other teachers think when they are being led by someone who is at an equivalent level to them?

There are established teams for both Maths and English, and staff understand that they operate within a structure governed by Middle Leadership. Individuals are carrying out specific roles within that framework, and the emphasis is on professional collaboration. What staff need most is clarity—clear expectations, defined responsibilities, and an understanding of the “rules of engagement” so that everyone knows how the structure functions in practice. When this is in place, the model is effective regardless of whether colleagues are on equivalent pay or responsibility levels.

Signed:
Date:



12th March 2026

	<p>Q: When one class is lost in September are there any teachers on temporary contracts?</p> <p>There are teachers currently employed on temporary contracts. One member of staff has already confirmed that they will be resigning as they plan to go travelling, which will naturally reduce staffing pressure. In addition, Natalie and Lynsey will be deployed in different ways, which will create further flexibility and an additional staffing opportunity. The overall staffing position will be reviewed in line with these changes, and at this stage there is no indication that further staff reductions will be required.</p>
5.	<p>LLPR Report</p> <p>5.1 Infant School</p> <p>5.2 Junior School (if available)</p> <p>Please see Confidential minutes.</p> <p>The final LLPR report for the Junior School is still awaited.</p>
6.	<p>Strategic intentions September 2025</p> <p>Review of updated document</p> <p>There is still one learning walk that is outstanding.</p>
7.	<p>CLA</p> <p>Report on Maths and English learning walks 2 December 2025</p> <p>Upcoming curriculum monitoring</p> <p>NB PE Learning Walk cancelled due to illness</p> <p>AP5: Learning walk reports for Maths and English are still outstanding.</p> <p>Alex Williams, PE Lead, has submitted a written report and will present this to the Governors at the next meeting.</p>
8.	<p>Staff Survey</p> <p>8.1 To note response to staff</p> <p>Discussed previously in the Confidential minutes.</p> <p>8.2 Feedback from meeting with staff 19/01/25</p> <p>The meeting was very positive.</p>
9.	<p>Federation Website compliance</p> <p>Ofsted report has been updated.</p> <p>Freedom of Information policy - next review due 2027.</p> <p>LAC Policy – Approved</p>

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Date:



12th March 2026

	Assessment and feedback policy is being updated to reflect staff survey comments.												
10.	<p>Infant School SFVS Audit</p> <p>The report on audit for March 2025 was circulated to the Governors.</p> <p>The Infant School was selected for a spot check on its SFVS return in Dec 2025, by the Auditor, Southern Internal Partnership, Corporate Services, HCC.</p> <p>Queries were raised on three points. The auditor was satisfied with the response</p>												
11.	<p>SATS exams May 2026</p> <p>Governors advised their availability to help with the SATs exams in May.</p>												
12.	<p>Governor Matters</p> <p>Constitution reduction</p> <p>The Governors discussed the current Constitution of 15 Governors which was formed following the Federation of the Infant and Junior schools.</p> <table border="1"> <tr> <td>Co-opted Governor</td> <td>10</td> </tr> <tr> <td>Headteacher</td> <td>1</td> </tr> <tr> <td>Local Authority Governor</td> <td>1</td> </tr> <tr> <td>Parent Governor</td> <td>2</td> </tr> <tr> <td>Staff Governor</td> <td>1</td> </tr> <tr> <td>Total</td> <td>15</td> </tr> </table> <p>It was proposed that the Constitution be reduced by 2 Co-opted Governors (10 to 8). The new total number will be 13. Number on Roll in the Federation has reduced by 120 pupils since the constitution was set.</p> <p>Governors agreed that the proposal was sensible, noting that all required skill sets are still fully covered. The Governing Body feel 13 Governors to be sufficient and in line with other local schools. No concerns were raised regarding the reduction. It was agreed that the new Constitution take effect from 20 April 2026.</p> <p>Governors unanimously approved the proposal to reduce the Constitution to 13 Governors.</p> <p>AP6: Clerk to contact Governor Services re the Constitution reduction.</p> <p>Governor recruitment</p> <p>There has been one response received to an advert for a Governor that had been issued to parents. The advert will be placed in the Parish magazine.</p>	Co-opted Governor	10	Headteacher	1	Local Authority Governor	1	Parent Governor	2	Staff Governor	1	Total	15
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12th March 2026

	<p>Sian Winter has advised that she will be stepping down from her role as Governor in July 2026.</p>
<p>13.</p>	<p>Governor Training</p> <p>WGBT - Reminder</p> <p>WGBT booked – Thursday 12 February 2026 – Effective Questioning – Tutor John Lewis - 5 pm to 7 pm</p> <p>(Apologies received from Paul Terris)</p> <p>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 are encouraged to make full use of the opportunities available.</p> <p>Hampshire Governor Forum - Reminder</p> <p>Tue 03 Feb 2026 19:00 - 20:30 pm Online</p> <p>Training Feedback</p> <p>Governors were reminded to complete their training feedback forms following any training undertaken.</p> <p>Training Records</p> <p>Governors were asked to ensure that they update their training records on HSfS.</p> <p>Attendance at training courses run by Governor Services will be automatically added to your training record. If you wish to add a record for a course you have completed via another organisation, you can add a manual record. Select 'Training records' from the dashboard icon and select 'add new record'.</p>
<p>14.</p>	<p>Policies and documents for review and ratification</p> <ul style="list-style-type: none"> • Freedom of Information – due for review - 2027 • Looked After Children Policy – Approved <p>AP7: Assessment and feedback policy – next meeting</p>
<p>15.</p>	<p>Any Other Business</p> <p>Please see Confidential Minutes</p>

Signed:
Date:



12th March 2026

16.1 Agree decision regarding Advice, support and training subscription 2026/27 to Governor Services – Deadline 13 February 2026

Governors approved the Advice, support and training subscription 2026/27.

16.2 Agree decision about LA clerking service and agree contracted hours by 13 February 2026

6 x Admin

7 x FGB = 70 hours

Total hours = 76 hours

Following the meeting, the SLA costs were received and circulated to all Governors for their information.

Q: Can you use AI instead of having a Local Authority (LA) Clerking SLA?

The school is not able to use AI as a replacement for a statutory clerk. Governing bodies are required to have an appointed clerk who can provide independent advice on governance, ensure compliance with legal and procedural requirements, record accurate minutes, and support the effective operation of the board. These responsibilities must be carried out by a named individual with appropriate training, impartiality, and professional accountability.

AI may support administrative tasks, such as drafting or formatting documents, but it cannot fulfil the statutory role of a governance clerk nor provide the independent professional oversight required.

Some schools have alternative arrangements in place, where clerking duties are undertaken by a member of the administration team, and this is written into their contract. However, the individual must still meet the requirements of the statutory clerk role, including independence, accuracy, and appropriate training.

Q: Who pays for the SLA and can we afford it?

The Service Level Agreement is held with the Local Authority and is paid by the school.

Governors agreed that they would continue with the Clerking SLA and agreed that they would like to continue with the same contract of 7 FGB meetings.

SFVS

AP9: SFVS – to be completed before the next FGB (12 March) – NW and SW

Parent Survey

Signed:
Date:



12th March 2026

	<p>The Parent Survey is usually issued at the end of the Spring term. Governors agreed that they were happy to adhere to the schedule.</p> <p>Hampshire Services for Schools</p> <p>HSfS have now introduced a folder facility, which will be very helpful in supporting the organisation and management of documentation.</p>		
16.	Dates and items for future meetings		
	Meeting	Date	Time
	FGB	Thursday 12 March 2026	4.30 pm
	FGB	Thursday 30 April 2026	4.30 pm
	The Chair thanked everyone for attending and for their valued contribution.		
	The meeting closed at 6.40 pm.		

Action Points – FGB 22 January 2026		
1.	Chair to sign approved minutes 4 December 2025. Completed	Chair
2.	English and Maths monitoring visit reports to be completed. Carried forward.	DN
3.	DN to liaise with Natalie to arrange monitoring – Impact of assessment and analysis. Carried forward	DN
4.	Alex Williams, PE presentation next meeting.	Clerk
5.	Learning walk reports for Maths and English are still outstanding.	DN
6.	Clerk to contact Governor Services re the Constitution reduction. Completed	Clerk
7.	Assessment and feedback policy – next meeting agenda	Clerk
8.	The Chair will respond to the staff request.	Chair
9.	SFVS – to be completed before the next FGB – NW and SW	NW/SW

Signed:
Date:

Alex Arscott

12th March 2026

Roles and Responsibilities 2025/26

Curriculum, Learning and Achievement	Donna Neill
Finance and Resources with two governors each taking responsibility for monitoring the school budgets	Natasha Wootton Sian Winter
Safeguarding Governor	Ann Arscott
Health and Safety – to be completed once a term	Michael Paye
Filtering and Monitoring	Michael Paye
SEND/Inclusion Governor/LAC	Caroline Hubbard
Development and Training Governor	Anne Marie Datlen
Termly letter to parents	Ann Arscott
Community Liaison – periodic article for Parish Magazine	Ann Arscott/Anne Marie Datlen
Staff Wellbeing Committee	Caroline Hubbard
Recruitment and Induction	Ann Arscott/Anne Marie Datlen
Website compliancy	Michael Paye
HTPM Panel	Donna Neill, Caroline Hubbard, Paul Terris
Pay Panel	Ann Arscott (Chair) Glenda Thornley, Natasha Wootton
Attendance	Nicky Medley

Glossary of acronyms

<p>EHCP- education health care plan LAC- looked after child PLAC- post looked after child SEND- special educational needs and disabilities HT- Headteacher DHT- deputy headteacher AHT- assistant headteacher SENDco- special educational needs co-Ordinator PAN- published admission numbers NOR- number on roll Revenue C/F – carry forward 0.6- 3 days a week 0.4- 2 days a week</p>	<p>HLTA- higher level teaching assistant ECT- early career teacher SATs- standardised assessment tasks Burgundy book- The Burgundy Book is a national agreement between the five teacher unions and the national employers (NEOST). A handbook setting out the conditions of service for schoolteachers in England and Wales EYFS- Early years foundation stage (children aged 4-5) RE- religious education ELSA- emotional literacy support assistant TLRs- teaching and learning leaders <u>SWOT – Strengths, weaknesses, opportunities, threats</u> <u>TTRS – Times Table Rock Stars</u></p>
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Signed:
Date:

Ann Arscott

12th March 2026