

MERTON INFANT SCHOOL AND MERTON PRE-SCHOOL

MINUTES of the Full Governing Body meeting held on Monday 16th March 2026 online via 'Teams'

Present Board Members:			Attended:
	Larissa James	Headteacher	Y
	Lee-Ann Dirienzo		Y
	Carly Jones		Y
	Jan Beard		Y
	Gaye Dove	Chair	Y
	Janel Richards		N
	Sophie Wells	Vice Chair	Y
	Tracy Ferguson		Y
Also, in attendance as non-governors:	Laura Relf	Deputy Headteacher	Y
	Paula Bennett	School Business Manager	Y
	Mark Livesey	Clerk	Y

The meeting started at 6.30 pm.

		ACTION
1.	Welcome and Apologies for Absence Apologies: None.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest None.	
3.	Minutes of the meeting held on 9th February 2026 Agreed as a true record.	
4.	Matters Arising 090226_3 Amend the minutes of the 25 th November 2025 FGB meeting, a) in the header section of the minutes, where the text 'N' should be changed to 'Y' as JR had attended the meeting after giving her apologies that she would be late joining the meeting, and b) to the text "with another 3 staff starting during w/c 8 th December" in the 4 th bullet point under the "D Budget" sub-heading, changing the word "staff" to "children" (Clerk): the Clerk had carried out this action. Completed & closed. 251125_16_1 Discuss the possibility of reorganising and focusing the agendas for the Autumn Term meetings while still ensuring that the statutory budget monitoring & reviews and important areas for discussion are included (LJ & GD): it was agreed that this discussion could be postponed until there is more time to discuss the matter fully, therefore this action was closed. 090226_6 Liaise with PB in order to arrange a date for her to meet with PB to quality assure financial checks (SW): SW advised that she had met with PB to quality assure the financial checks. Completed & closed. 090226_7 Look at the SFVS Questionnaire to see if there is anything that the school has done differently this year from last year and if something is found then update this year's Return accordingly and send it to LJ for assurance before sharing it with the governors (PB): PB advised that although she had shared a copy of the SFVS with the governors, she needs a signed copy of the SFVS for submission via the Clerk; it was then arranged that GD will come into school tomorrow to sign the SFVS Return. ACTION. Original action completed & closed. 090226_10 Pursue, with the School Governance Team, the possibility of WGBT on Strategic Planning and if this WGBT becomes available then book it (GD): GD advised that the WGBT on Strategic Planning had become available and she had therefore booked this WGBT for 6.30 pm on 18 th May 2026, with the WGBT following the Monitoring Day activities. Completed & closed.	GD

5.	• Monitor spending against D Budget Plan (Pre-School) • Monitor spending against O Budget Plan (Infant School) • Monitor spending against Y Budget Plan (Infant School) PB talked the GB through spending against the 3 budgets, the main points of which are summarised below: Monitor spending against D Budget Plan (Pre-School) • she will monitor the budget as shared with the governors up until the end of the month; all budget matters will be finalised before the Easter Holidays • the Pre-School received an additional sum of £350 as income that related to an apprenticeship • under the 'HCC Schools – Additional Allocations' funding', the Pre-School Finance Manager, Kelly, has budgeted for £176,000 although only £161,000 has currently been received, although she believes that there is further income to be received as she does not believe that the last funding payment for Early Years has been received yet; she will double check with Kelly tomorrow that the £176,000 is still expected based on the number of pupils admitted • the remainder of the D budget is essentially as predicted Monitor spending against O Budget Plan (Infant School) • regarding Staffing Costs until the payroll is run in March, she believes that there may still be a potential saving • she has been through all the budget lines and made slight adjustments where necessary, although she is leaving the gas, electricity, water and sewage as sometimes expenditure is taken out of these lines at the last minute; there may possibly be a degree of savings on these lines • regarding EHCP funding being received, she is pursuing this funding; the last payment that she had been waiting for was posted to the Junior School rather than the Infant School and she is waiting for the payment to be refunded to the Infant School account • she has liaised with JB regarding fundraising and the amount raised through fundraising is approx. £1000 less than the budget prediction; there is still fundraising from the Easter Egg Hunt, the Easter Raffle and the Y1 Easter Play to come, and JB advised that monies raised from the Mother's Day lunch/afternoon tea will be banked on Friday; therefore she is fairly certain that the remaining £1000 will be received • she does not believe that there is any income to be received that she is not aware of • she checks on a daily basis that each budget line is line with predictions; if she receives an invoice for a line for which she knows the invoice will be the last invoice, she is able to adjust the line accordingly Monitor spending against Y Budget Plan (Infant School) • the income for the breakfast and After School clubs had been anticipated as being the main factor affecting whether the predicted budget figures would be achieved; for the Breakfast Club, £15,600 was anticipated as being received as income and this figure has been surpassed with the income figure for this Club currently at £15,958 • she has reduced the budget for the After School Club from £32,000 to £28,000; the budget is currently approx. £700 - £800 short of achieving the £28,000 figure and she is confident that further income will be received before the end of the financial year; she is therefore confident that the Breakfast Club and After School Club figures of £15,600 and £28,000 respectively will be achieved General • the overall budget will not be in deficit at the end of this financial year, as the 3 budgets taken all together will result in an overall surplus of approx. £27,000 to £29,000 and possibly potentially more if the gas & electricity do not get completely used up • the Budget Share for the next financial year is less than the Budget Share was for the current financial year as it is based on 171 pupils • the final budget figures will be known after the Easter Holidays when she will be working with the school's finance consultant The GB then discussed the possibility of explaining the budget to the staff.	
6.	Consider draft Budget Plans for the following financial year It was agreed that this matter can be discussed at the next FGB meeting in May.	
7.	Monitor spending of Devolved Capital allocation PB advised that there will be a fresh allocation of Devolved Capital in the new financial year, based on an amount per pupil; there is a small amount of Devolved Capital that can be carried over from this financial year.	

8.	Consider LA Benchmarking Data PB advised that the LA Benchmarking Data will be updated again after the end of this financial year. It was then agreed to postpone this item until the next FGB meeting so that the new Benchmarking data will be available.	
9.	Review staff absence The GB discussed staff absence.	
10.	Approve completed SFVS Return for submission to LA by 31st March The SFVS Return was approved; it was arranged that PB will print off the Return so that GD can sign it tomorrow, following which PB will scan the signed Return and send it to the Clerk for submission. ACTION. <i>PB left the meeting at 7.04 pm.</i>	Clerk
11.	Presentation from Maths Curriculum Manager LJ advised that the curriculum managers have been asked to write their CM reports for Monday and that LR will capture evidence, present it and circulate it to the governors; it was therefore agreed to postpone this item to the next FGB meeting. She also advised some additional information, as summarised below: • LR has been involved with the Maths Mastery Base Camp and has been attending related meetings • every year group has been holding workshops, with a workshop having been held in the Autumn Term and another one in the Spring Term • for the network meetings that Laura attends, she has been told that the school has been doing well, following the planning and adapting its practice and using its SEND strategies and tools • she has every confidence that Maths is going in the right direction, although it is important to ensure that the necessary evidence is in place LR advised that there was also a report from the last Governor Monitoring Day when the Mastery Lead teacher came out and carried out some book scrutiny with her and looked at the school's journey regarding Mastery so far; she also advised that she is very happy to present again at the 11 th May FGB meeting. Q. GD asked if the school had identified any children with Dyscalculia. A. LJ advised that the school does not have a Maths Tool and that Jo Gregory has been looking at this as part of her SENCO Assistant course; she attended one of her workshops which had been a specific Dyscalculia workshop, although there is very limited Maths intervention work that can be used to help people affected by it; she also advised that most infant schools tend towards Literacy-based interventions, rather than Maths-based interventions although Merton Infant should be looking at this in the near future.	
12.	Receive Headteacher Written Report LJ invited questions on her written report; there were no questions at this point. She then talked the GB through her written report, the main points of which are summarised below: • the report shows quite high numbers of Ethnic Minority and EAL children • staff training is mainly focused on looking at the ordinarily available provision; CJ has been exploring this in her SENCO role • she has undertaken training in Attention Autism and the TEACCH approach, the latter being another intervention for children on the autistic spectrum • for the Summer Term 'Twilight' staff meetings she intends to arrange for resources to be created • Attendance is currently good • the new education data has been received for the period from September until February Half Term; although she has not yet had a chance to look at the new data, she believes that the school's data in Arbor is in line with the overall national figures and the school is aware of the work that it needs to do with the FSM and SEND groups; the school's figures for the FSM and SEND groups are in line with the national figures • following a visit from the Phonics advisor, the school is fairly confident that the Phonics data will be at least 78% achievement in Y1; in Y2 there are 2 children who may possibly not achieve the rescreening • the Phonics advisor had been complimentary regarding the application of the pupils' Reading to their Writing and had advised the school not to change its current Phonics scheme • tomorrow the school's judgements of the different Ofsted areas will be confirmed • the consultation letter regarding the school's name change was sent out last Friday, although no feedback has been received so far CJ advised that everything possible is being done to achieve the best possible outcome in Phonics	

	and that a general improvement in Reading is being seen.	
13.	Discuss Governor Training, including WGBT if necessary This topic had already been discussed earlier in the meeting.	
14.	Discuss reports from Governor Visits Discussed. Q. LD asked if the GB would like her to facilitate completion of the Pupil Questionnaire by the children. A. LJ advised that she would be very grateful if LD could do this. ACTION.	LD
15.	Review Policies according to review schedule: – Marking, EYFS, SEN Information Report, SEND <i>Agreed that:</i> all 4 policies are approved	
16.	Discuss report from Leadership and Learning Partner GD advised that as the LLP Visit had had to be moved to 17 th March there is no LLP Report to discuss, although there will be a Report to discuss at the next FGB meeting.	
17.	Safeguarding This topic had been covered in the HT Written Report.	
18.	Discuss GB Membership Discussed. Agreed that: the school will arrange for the children to start working on a new flyer Q. GD asked LJ if the new flyer could be circulated so that she could take it to various places and arrange for it to be displayed; possibly some other governors could also do this. A. LJ confirmed that she would circulate the new flyer when it was available. ACTION.	LJ
19.	Notification to the GB & Clerk of any events (i.e. the name of the event, date & start time) during the current academic year for which some governor presence is required LJ advised that she believes that most events for this academic year have been notified to governors already and have also been included in the Newsletter; however, she also advised that the information & data normally discussed at Pupil Progress meetings will be picked up in the Performance Management Meetings and therefore next week's Pupil Progress Meetings will not go ahead.	
20.	Correspondence None.	
21.	Any Other Business Q. TF asked if the school gets charged an amount for each text message or whether the text messaging service is part of a package. A. LJ confirmed that the text messaging service is part of a package. SW advised that she offers her apologies as she is unable to attend the feedback from the LLP visit tomorrow. LJ advised that the LLP feedback is arranged for 2.00 to 2.30 pm tomorrow. LD gave her apologies as she will be unable to attend the feedback tomorrow. GD advised that the Governor Monitoring Day will be held on 18 th May.	
22.	Date of next FGB Meeting – Monday 11th May 2026 at 6.00 pm in person.	

The meeting closed at 7.38 pm.

These minutes are accepted as a true and accurate record of the meeting.

Signed _____ Chair Date _____