

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Monday 14th July 2025

MINUTES

Present Board Members:			Attended:
	Larissa James	Headteacher	Y
	Lee-Ann Dirienzo		Y
	Carly Jones		Y
	Jan Beard		Y
	Gaye Dove	Chair	Y
	Janel Richards		Y
	Julie Mead		Y
	Tracy Ferguson		Y
	Sophie Wells	Vice Chair	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 6.00 pm.

		ACTION
1.	Welcome and Apologies for Absence Apologies: None. JB had advised that she might be slightly late.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest None.	
3.	Minutes of the meeting held on 12th May 2025 (attached) Approved.	
4.	Matters Arising 170325_18 Check current procedure for finding a replacement LA Governor and commence the procedure (Clerk): the Clerk advised that he had checked the procedure for finding a new LA Governor and had sent an email requesting a nomination (for the post of LA Governor) to the local councillor Jacky Tustain. Jacky was unable to provide a nomination at the present time but will 'keep an eye out' for a potential LA Governor that she would like to nominate and will email the Clerk if she finds such a person. The Clerk also advised that he will regularly monitor his email for any emails from Jacky. Completed & closed. 120525_13_1 Email the SEF context to the governors on Thirteenth May (LJ): Completed & closed. 120525_13_2 Send the plan for effective assessments to the governors (LJ): Completed & closed. 120525_16 Amend the Behaviour Management Policy (LJ): Completed & closed. 120525_17 Collate the information from the previous GB Self Evaluation and share it with the governors for approval or submission of any questions about any of the answers to LJ (LJ): LJ advised that she had shared the GB Self Evaluation with the governors, in preparation for discussion under item 23 in the agenda for this meeting. Completed & closed. 120525_19 Complete the Safeguarding Return and share it with the GB before the July FGB meeting when it can be approved by the GB (LJ): LJ had completed the Return which was due to be approved later in the meeting under item 18. Completed & closed.	
5.	Monitor spending against Budget Plan PB talked the GB through the Budget Plan, the main points being summarised below: General	

	- the budget figures that she had circulated related to last week, i.e. she has not se-sent the figures as the only recent transactions have been the usual day to day receipts and payments, with no major transactions having occurred Y Budget - referring to the Detailed Report, she had not changed anything for this budget - at Budget Revision in November, if the GB decides to increase the prices for the Breakfast and After School clubs, the income for the relevant cost centre may increase slightly; the school & GB need to ensure that they do not over-price the Breakfast and After School clubs to the extent that the numbers admitted to these clubs start falling because the parents are unable to afford the increased prices - the Y budget is still making a profit even though the cost of food has increased - she has left the budget as it is with a Carry Forward figure at the end of the current financial year of £95,305 potentially D Budget (Pre-School) - expenditure on activities has not changed significantly - one significant change is that the Pre-School have filled all their available school places for September, with the result that more children will be attending the Pre-School and, depending on the funding received and the type of child, the funding received on budget line 7697 has been increased slightly - if everything proceeds according to plan, the D Budget Carry Forward figure will be £38,969 - the sole anomaly in the budget is that the school & GB have not yet decided how many staff are needed in the Pre-School - the only factor that could potentially affect the Carry Forward figure mentioned above is the person that has been recruited as a new member of staff - the budget lines for Training and Education Supplies are generally straight-forward and are not expected to change much O Budget (Main Budget) - she has had to slightly increase the Grounds Maintenance line; there are some trees overhanging the public footpath, and 2 quotes have been received, the first being for a minor pruning to last until a significant pruning could be carried out next year, with the second being slightly more expensive as it involves a significantly greater pruning designed to last about 5 years - the school decided to accept the second quote, i.e. have significantly greater pruning carried out; the grounds maintenance contractors will carry out the work during the summer holidays - the Fire Equipment budget line was reduced by £400 as a survey of the fire extinguishers was carried out - the Equipment line has been increased although this will not affect the bottom line figure; it will therefore be necessary to identify worthwhile expenditures for this money - she has had to increase the 'Purchase of IT Equipment' budget line as the school has signed up with Harrap again for the school's 3-year broadband agreement; the renewal cost has arisen again this year and will ensure that the school is paid up for the next 3 years of broadband use Income - she has increased the Donations line slightly - she has increased the Miscellaneous Income line slightly because the school received £1000 for the Maths Mastery training course that was undertaken by LR; the school had also received another £500 for having another apprentice, Phoebe, in the school - she has increased the High Needs Top Up Funding as the school has received confirmation that it has 3 EHCP children who already have EHCPs joining YR in September; LJ pointed out that in fact 4 children with EHCPs will join the school in September, and therefore she may need to increase the High Needs Top Up Funding by a bit more - she also advised that LJ is working on another 3 EHCPs which are not included in the High Needs Top Up Funding figure as the EHCPs are only in draft form, although it means that the High Needs Funding figure could increase - the High Needs figure has made a difference to the bottom line when all 3 budgets are looked at and she believes that potentially the budget could still end the next financial year without being in deficit - she received an email today advising of an intention to pay the school £4,500 for solar panels that are installed on the school's roof; she is currently attempting to establish whether the £4,500 is definitely money that belongs to the school, and if it is then this money will be money that the school did not know that it had	
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	she will continue to monitor the budget, her only concern being that the budget which the GB approved in May was based on 60 children in YR and currently there is no guarantee that there will be 60 children in YR in September, although the September pupil numbers figure increased by 3 to 5 today	
6.	Monitor spending of Devolved Capital allocation PB advised a couple of points regarding Devolved Capital as summarised below: - this year's Capital allocation has been received, this being £5,992 with the allocation having been determined on a per pupil basis - it was decided to make the 2 library doors controllable by the staff members' swipe badges as the doors are effectively fire exits; the cost of carrying out the necessary work will be £2,300 and as the work will be an improvement to the school building it will be possible for Devolved Capital to be used to fund this cost; the work will be carried out during the Summer Holidays when some drain work and the previously mentioned hedge/tree pruning will also be carried out	
7.	Review Staff Absence The GB discussed Staff Absence. <i>PB left the meeting at 6.28 pm.</i>	
8.	Presentation from SENCO (Mrs James) Mrs James gave a presentation. Q. GD asked LJ if the workload aspect of her SENCO role is proving to be satisfactory. A. LJ advised that having a SEND team has been beneficial and that the SENCO model that the school wishes to implement, moving forward, is to have two SENCOs, these being an Early Years SENCO and a KS1 SENCO, in addition to a SENCO Assistant which will be very beneficial. LJ also advised that while Sarah is currently the SENCO Assistant, another LSA has expressed an interest in this role for September. A governor advised that LJ has helped to improve the SEND workload situation of all teachers during this academic year and that this has been appreciated by the teachers. LJ advised that at the recent Ofsted visit, SEND was regarded as being strong.	
9.	Confirm whether Julie Mead is happy to be a third member of the Pay Committee, alongside Janel Richards and Sophie Wells JM confirmed that she is happy to be a third member of the Pay Committee; this was agreed.	
10.	Set the End Dates for the terms of office of the Chair and Vice Chair, e.g. 31/07/2026 <i>Agreed:</i> to set the End Dates to 31/07/2026.	
11.	Elect Chair / Vice Chair GD was re-elected as Chair; SW was re-elected as Vice Chair.	
12.	Agree Headteacher's PM date (the Governor Panel is GD and TF) LJ advised that as her PM date last year was 7 th October, she will contact the LLP with a view to arranging a similar date.	
13.	Review FGB Terms of Reference <i>Agreed:</i> to approve the FGB Terms of Reference.	
14.	Review Annual Task Planner LJ raised the question of whether the Governor Monitoring Days should be held during the same half term as the one in which the FGB meets online via 'Teams'. There followed a discussion regarding this question, following which it was agreed to leave the current arrangement of alternating face to face and 'Teams' FGB meetings for the new academic year in place for the time being, as the arrangement can always be reviewed again if necessary. <i>Also agreed:</i> to approve the Annual Task Planner.	
15.	Receive Headteacher Written Report LJ talked the GB through her written HT Report, the main points being summarised below: - regarding percentages, the SEND, EHCP, FSM and Services groups are only calculated on YR and KS1, replicating the national figures - most curriculum managers are attending network meetings for their core subjects; much of the school's practice has been highly commended and examples of the school's work are being written into LA (Local Authority) termly articles for their subjects - LSA Whole School Training on Precision Teaching has been held; ADHD training has also been held - as there is a diabetic child in YR, Y1 have been trained in preparation for when the child moves up to Y1 in September	

	• Tracy in the school office has taken on the Fire Management role • she is really pleased that there have not been any suspensions this term; there are 2 children, mainly in Y1, that the school is monitoring closely • regarding progress of the SIP 2024-2025, the outcomes achieved this year are an indication that the SIP has worked well; she is slightly disappointed that the Y1 children have not been achieving the school's target of 75%; when the Y1 children without EHCPs are looked at, their level of achievement is quite high • there was a very good outcome for Y2 • YR are up by 2% from their GLD from last year LR advised that the school has just received the EAL Excellence Diamond Award. There followed a discussion about Ofsted. GD asked for it to be minuted how very pleased the GB is with how positive the various reports, including the LLP report, have been as she believes that the reports highlight the strengths of the school.	
16.	Discuss Governor Training, including WGBT if necessary Q. JB asked if there is any WGBT relating to the Pre-School children. A. LJ and GD advised that this would be useful; GD advised that the GB had undertaken training on Early Years, although as that training had not related to the Pre-School it might be worth receiving training from someone well-versed in Pre-School matters. Q. LJ asked JM if she had completed her governor induction training. A. JM advised that she needs to undertake the second day of the training again as she was unwell when she undertook it the first time, although she has completed Day 1. TF advised that she had not yet undertaken the governor induction course. LJ advised that it would be beneficial if TF could undertake the course when she is able to do so. GD advised that she will send TF a link to the website so that she can book herself on to the governor induction training. ACTION. LD advised that she had just completed the Strategic Planning course; she had informed those attending the course of the Merton Vision Statement of 'Aiming High, Achieving Together' and the Merton values as encapsulated in the 'MERTON' acronym and believed that the course attendees were impressed by how well thought out these were. LJ asked LD if she could produce a report on the training that she had undertaken; LD advised that she will produce a report. ACTION. Q. GD asked LJ if she will be carrying out the same Safeguarding training at the September INSET as had been carried out last year. A. LJ confirmed that the Safeguarding training at the 3rd September INSET will be refresher training and advised that the governors would be welcome to attend this training if they wished to do so; the Safeguarding training will be carried out in the morning from 9.00 am. Q. JB asked if some members of staff would be undertaking First Aid training. A. LJ advised that she believes that the lunchtime supervisors are due to receive the First Aid training and that possibly Chloe and Phoebe might be due to undertake the training.	GD LD
17.	Discuss reports from Governor Visits GD apologised as she had been unable to attend the last Governor Monitoring Day. The GB discussed reports from Governor Visits.	
18.	Approve annual Safeguarding Report to LA (for September submission to LA) LJ advised that the amended paper copy of the Safeguarding form and GD's full amended electronic copy of the form will be used by her as evidence when she completes the online Safeguarding Report in September. This was agreed.	
19.	Draft School Improvement Plan LJ advised that the new version of the SIP will concentrate on a) continuing with the school's work on Forest School provision across the school although predominantly in Early Years, b) continuing with raising standards in Writing, as although Writing standards have improved across the school this academic year it is important to continue the improvement journey with a view to returning to pre-Covid outcomes, and c) continuing with the work on the Pre-School curriculum for two-year olds and three-year olds. GD and LJ advised that there is a new directive from the Government, including a 2-page summary of the main points. LJ advised that she believes that the school is already on the journey described in the directive.	

20.	Confirm FGB Meeting dates / times, and also Governor Monitoring Day dates/times, for the next academic year LJ advised that she believes that the dates for the FGB meetings and Governor Monitoring Days have already been included in the school's calendar of dates for academic year 2025/26; she also advised that tomorrow she will check whether the dates are included in the school's calendar and inform the Clerk accordingly. ACTION.	LJ
21.	Approve Policies according to review schedule – Governors Code of Conduct, Equalities, Attendance, Governors Expenses LJ talked the GB through the policies, the main points being summarised below: • Equalities: there had been an omission of LSAs from the policy • Attendance: it had been necessary to change Juliet's name to Tracy Phelps, the new Senior Admin Assistant; it had also been necessary to include mention of the fact that Tracy sends a weekly text message regarding pupils with 100% attendance. In addition, the policy had documented that 95 - 98% attendance children receive a certificate, and 98 - 100% attendance children receive a certificate and a prize, and it had then been decided to just have the certificate & prize for the 98 - 100% children and remove the reference to 95 - 98% children receiving a certificate. It was also decided that Tracy will send a text message for celebrations. Regarding the recent Ofsted visit, there was a discussion about policies referring to areas that governors have taken responsibility for monitoring, for example the governors should be monitoring accessibility in relation to the Accessibility Plan. LJ advised that what the school should be saying is that a particular policy has been reviewed and if necessary certain parts of the policy have been amended; it should then be documented in the minutes that the policy has been reviewed and is successful as evidenced by the Governor Monitoring Day reports or the Curriculum Managers reports etc. She also advised that it can also be minuted that the policies are successful as there have been no complaints from external agencies or parents. GD advised a couple of points as follows: • she believes that there would no harm in saying that on a particular Governor Monitoring Day the governors looked at a certain aspect of a particular area and found that the procedure or guidance contained in the policy was being followed • the outcome of the Ofsted visit was that documents such as the SIP and the policies should be regarded as live documents and that the governors are monitoring and ensuring that the documents are being enacted within the school • the Ofsted Representative had essentially said that it is not sufficient to just change the date on a policy once it has been reviewed LR then suggested that across the different Governor Monitoring Days, when the governors are using the SIP (School Improvement Plan), the governors could alternate between checking whether the SIP is being followed and checking whether the procedures or guidance in the policies is being followed. LJ advised that she had made the amendments described above to the Equalities and Attendance policies. <i>Agreed:</i> to approve the four policies contained in the title of this agenda item.	
22.	Discuss GB Membership GB membership was discussed. LR advised that when the school outcomes are published she believes that it would be beneficial if any governor vacancies could be mentioned in the same document; this was generally thought to be a good idea.	
23.	Arrange Self Evaluation Monitoring Schedule (as arranged at FGB 04/12/23) GD advised LJ that she had commented on the Schedule in her email. LJ advised some information, summarised as follows: • she believes that there may be some confusion with regard to this agenda item as she believes that the Self Evaluation Monitoring Schedule is a school document, this being a separate document from the schedule that relates to the Governor Monitoring Days which are sometimes discussed at FGB meetings • she has not reviewed the Schedule in detail although she will do so and she does not believe that there will be many changes to the Schedule; she will bring the Schedule back to the first FGB in the new academic year	

	GD advised that she had sent the GB Self Evaluation form to LJ with some comments and thought that it might be worth circulating the amended form as it contains some reminders regarding how the governors can be involved in the school. The scoring that had been documented in the GB Self Evaluation form, with regard to Outstanding, Good, Requires Improvement or Inadequate, was agreed. LJ advised that she will upload the final version of the document to the HSS system. ACTION	LJ
24.	Safeguarding LJ advised that Safeguarding was reported as Effective. SW advised that she had discussed Safeguarding with GD as a result of which it had been agreed that SW would undertake Safeguarding training during the summer to support her in her Safeguarding Governor role.	
25.	Correspondence None.	
26.	Any Other Business LD advised that on Wednesday the Summer Party is due to start at 3.15 pm, with setting up starting from 1.15 pm, and any assistance that could be provided by any governors interested in doing so would be greatly appreciated; if any of the governors do provide assistance it would also be useful if they could complete a Governor Visit Report on their visit. A governor advised that she could be at the school by 1.15 pm. Another governor advised that she would probably come into school early as she has another commitment that afternoon. Q. A governor asked if it is correct that the Leavers' Assembly is at 2.30 pm on Friday. LR advised that the Leavers' Assembly is at 2.00 pm on Friday, with the Y2 Leavers' Disco scheduled for 2.00 pm on Monday, and with any governors interested in attending either event being most welcome to do so. Q. Another governor asked if the school needed any help with the Y2 Leavers' Disco. A. LR advised that any assistance with the Y2 Leavers' Disco that could be provided would be greatly appreciated. LJ thanked all the governors for their help, commitment and support provided to the school during this academic year and advised that it was very pleasing to have the new governors as members of the GB, all the members of which are well deserved by the school's children and their families. GD expressed a 'big Thank You' to all the school staff and advised that she wished them a well-deserved summer break.	
27.	Date of next FGB meeting – TBC.	

The meeting closed at 7.51 pm.

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

Signed _____ Chair Date _____