

MERTON INFANT SCHOOL AND MERTON PRE-SCHOOL

Minutes of the Full Governing Body meeting held in person on Tuesday 11th February 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
	Sajish Tom		N
	Julie Mead		Y
	Kerry Raynsford		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: ST	
2.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
3.	Minutes of the meeting held on 25th November 2024 (attached) Agreed as a true record.	
4.	Matters Arising 141024_12_1 Circulate a new version of the Managing Staff Sickness policy (LJ): Completed & closed. 141024_12_2 Amend sub-section 4.3 of the Staff Acceptable Use of IT policy (LJ): Completed & closed. 251125_12_1 Correct a couple of typos involving dates and update a footer that had not been updated, in the policies (Staff Pay, Performance Management, Capability, Home School Agreement, Whistleblowing, Managing Sickness Absence, Attendance, GDPR, Internet) reviewed at the 25 th November FGB meeting (LJ): Completed & closed. 251125_12_2 Change the text “parents’ evenings” to “parent consultations” in the 9 th bullet point of the Home School Agreement (LJ): Completed & closed. 251125_12_3 Amend the Attendance policy with regard to updates mainly contributed by Juliet relating to register closure times and incentives; also change the ‘phone number on page 3, i.e. ‘02156’ should read ‘01256’ opposite LJ’s and GD’s names and also opposite Juliet’s name (LJ): Completed & closed. 251125_12_4 When she has amended the Attendance and Home School Agreement policies, send them to LR and JB, so that JB can upload them to the school website (LJ): Completed & closed. 251125_14_1 Contact the potential new governor, who has recently submitted an application form to LJ, regarding the possibility of her being appointed as a Co-opted Governor (GD): GD had contacted the potential new governor, who attended a Governor Monitoring Day, although the day after the Monitoring Day the potential new governor advised that she was withdrawing her application. Closed. 251125_14_2 Ask her employer if it would be possible for her to put up a governor vacancy	

	- regarding the overall staffing costs for the end of the financial year, she believes that they will be slightly reduced, probably due to the fact that the school no longer pays for time off for looking after dependents; she estimates that this represents budget savings of approx. £3,000 Income 2 EHCPs have been received; also, one child had additional funding to their EHCP funding; £8,000 of EHCP funding is expected to be received from Hampshire Summary - she estimates that at the end of the financial year the school will be in deficit by approx. £30,000 - she will continue to monitor the budget LJ advised that there are government plans, which will take effect in September, that will affect breakfasts at the Breakfast Club, i.e. the unit price of breakfasts will be 60 pence per child that the school will have to fund and the school will therefore, in future, ask the parents to pay at Breakfast Club; the background to this is that from September the school has to provide a free breakfast for 180 children with the consequence that the Breakfast Club staff will have to be increased to 6 to maintain a 1:30 staff to pupil ratio. She also advised that this will have a major effect on the budget.	
6.	Agree date for School Business Manager and a Governor to quality assure financial checks <i>Agreed that:</i> JM will meet with PB at 12:00 hours on Monday 17th March to quality assure the financial checks. ACTION	JM
7.	Complete SFVS questionnaire for return by 31st March LJ advised that she does not believe that there have been any changes since last March's return. <i>Agreed that:</i> PB will complete the SFVS return and circulate it. ACTION. PB left the meeting at 6.40 pm.	PB
8.	Review Staff Absence The GB discussed Staff Absence.	
9.	Presentation by Curriculum Manager LJ gave her apologies as it had not proved possible to arrange a presentation by the Geography Curriculum Manager. She also advised that the presentation will probably be included in the next Governor Monitoring Day.	
10.	Elect Vice Chair There were no nominations for the office of Vice Chair.	
11.	Appoint Julie Mead as a Co-opted Governor, her term of office to start immediately <i>Agreed:</i> To appoint Julie Mead as a Co-opted Governor, her term of office to start immediately.	
12.	Appoint Zanda Jansone-Silina as a Co-opted Governor, subject to the GB reconstitution having taken effect, her term of office to start immediately LJ advised that Zanda Jansone-Silina had withdrawn her application to be a governor.	
13.	Receive Headteacher Verbal Report LJ displayed the attendance data on the display screen and talked the GB through her verbal report, the main points of which are summarised below: - attendance is currently looking good; whole school attendance is extremely good at 96% (without the PA (Persistent Absence) children) and 95% with the PA children, with the government's expectation being that attendance should be 94% and above; these figures do not include the Pre-School - the SEND and FSM children are the weaker group for attendance, although their attendance is still in the 90's - she has regular meetings with the parents of children whose attendance is a concern; at parents' evenings, the staff give the parents a record of their child's attendance showing which bracket (Outstanding, Good etc.) that attendance falls into - the school has carried out a case study of a child whose attendance had been a concern, with a record having been kept of what actions the school took and the effect that these actions had - Juliet, the Admin Officer in the school office, is retiring just before Easter; as Juliet carries out a lot of work on attendance, this is an important role to fill; the school will advertise for an Admin Assistant, and she and LR will get involved in this attendance work if there is any delay in recruiting an Admin Assistant - Juliet carries out a PA analysis and a Late Report - she has updated the SEF from the context of the different groups, although she is currently	

	unable to show the SEF on the display screen • currently the number of children receiving SEN support is 13%, with the national figure last year being 13.9%; she believes that the 13% figure is a bit low and that the school needs to do some work on identifying some children for SEN support; the figure for the school's EHCPs is 6% and the national figure is 4.7% • the Ethnic Minority figure is 44%, with the national figure being 36%, with all these figures including the Pre-School • the EAL figure is 42%, with the national figure being 20% • Child Protection is not too bad with 5 children across the school on a plan (e.g. Team Around the Family, Child Protection or CIN) with Children's Services (CIN being Children in Need); this includes 1 Looked After Child; she will circulate these figures • the school's English advisor visited the school 2 weeks ago and did some work with Carly; the advisor was very pleased with the curriculum that the school offers and the children's progress in Phonics, Writing and Reading • the school's target for Phonics is 75%; 2 children who would be achieving the target have left the school and have been replaced by children that do not as yet speak English • the Early Years Moderation team visited and worked with the school last week; the Team was very pleased with the curriculum on offer, and the opportunities for the children to develop their Oracy skills (as Speaking and Listening is one of the key weaknesses for children joining the school); one of the foci for this year across the county is Outside Learning, and the Team thought that this was excellent with only very minor tweaks that the school already has plans for; hopefully, with a new person starting in the Pre-School, there will be Forest School knowledge in the school, and Charmaine, who will have completed Forest School training, will be able to merge some of the groups in YR and Y1 with the Pre-School children • on 25th February the school will have its annual LLP visit from Alistair, who has sent the agenda to the school and would like to feed back at 2.00 pm; the usual LLP visit activities will take place, i.e. learning walks, talking to the children, and she would like to show Alistair the work that the school has undertaken on the progression of skills for all subjects • there are 70 Pre-School policies that the school adopts from the Pre-School Learning Alliance; at a Pre-School management meeting the possibility of merging some of the Pre-School policies with some of the Infant School policies had been discussed, however there are some single lines of text that specifically apply to two, three and four-year olds; for the present, the school has adopted all 70 policies, to which a joint logo of the Infant School and the Pre-School has been added; JB has placed the 70 policies on the Pre-School website page with a link to the Infant School policies • she believes that over time it will be possible to start merging the Pre-School policies with the Infant School policies • the school has completed its Annual Staff Survey; the results are currently being analysed by the Well-Being Team • the EAL and SEND surveys have been completed by LD on a sample of children from those groups, with the results being fairly positive • 'Friday Book and Biscuits' is going very well at present; more people appear to have joined it since September • the next Special Relatives Day is on 28th March • at the next Governor Monitoring Day on Wednesday 21st May, a Culture Day has been planned which would involve asking some parents to come into school and lead sessions in e.g. cooking, activities or reading a story in their own language • the school's Vision and Values now has animals on it, as it was thought that possibly another 'hook' for the children might be to an animal; the Vision and Values now features 'Motivation Monkey', 'Excellent Elephant', 'Respecting Rhino', 'Teamwork Tiger', 'Opportunities Octopus' and 'Never Give Up Night Owl' with the toys having been bought for the Pre-School and YR with a view to the toys being used when the children are talking about the Vision and Values in the classroom and at Assembly • she believes that the school is still in a good place, and that the current half term has been quieter than the last half term; the school is on track with all of its areas of development and it is hoped that the targeted percentages for Early Years and Y1 Phonics will be achieved Q(GD). Asked whether it would be worth making clear what a child's attendance record represents in terms of school days lost. A. LJ advised that when the attendance record forms are given to parents, there is a chart on the back of the record form stating that 'You have lost a week', or 'You have lost 2 weeks' etc.	
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14.	Discuss governor training, including WGBT if necessary <i>Agreed that:</i> The GB's preferred date for the WGBT in Finance was Tuesday 6 th May at 6.00 pm, and if Governor Services could not arrange the WGBT for that date then Tuesdays at 6.00 pm, preferably in May, was the best weekday and start time for the GB.	
15.	Discuss reports from / review Governor Visits LJ advised that she had received 3 visit reports, one from JB for the Health and Safety walk on the Governor Monitoring Day, and two from GD who had looked at attendance and also checked the SCR (Single Central Register) with PB. No issues had arisen from the checking of the SCR, and there had been no concerns regarding Leadership and Management and anything that the parents may have communicated to the school. GD advised that she will upload her visit reports to HSS. LD advised that she is currently producing her visit report.	
16.	Approve Policies according to Review Schedule: Supporting pupils with medical conditions, Health and Safety, Off Site, Emergency Lockdown Plans <i>Agreed:</i> To approve the 4 policies listed under this item.	
17.	Discuss whether or not to continue subscribing to the HGS AST (Advice, Support & Training) package (an email regarding this topic being expected from HGS in the near future) <i>Agreed:</i> To continue the subscription to the HGS AST package.	
18.	Review Clerking Service - agree decision regarding subscription to LA Clerking Service (i.e. whether or not to continue), as per HGS email dated 7th January 2025, and also (if continuing) agree contracted hours as documented in the clerking service contracted hours return 2025/26 <i>Agreed:</i> To continue with the subscription to the Clerking Service, and to the contracted hours as documented in the return referred to in the title of this item.	
19.	Discuss GB Membership Discussed.	
20.	Safeguarding LJ advised some information on safeguarding, the main points of which are summarised below: • there are 5 children on roll that have involvement in external agencies • there were no Health & Safety safeguarding concerns arising out of JB's H&S walk • all training and policies are up to date	
21.	Correspondence None.	
22.	Any Other Business LD advised that the 'Breakfast with Santa' event worked very well. Q. LJ asked how much was raised as a result of holding the event. A. JB advised that approx. £1,000 was raised.	
23.	Date of next FGB meeting - Monday 17 th March 2025 at 6.00 pm online via 'Teams'.	

The meeting closed at 7.28 pm.

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

Signed _____ Chair Date _____