

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Tuesday 9th July 2024

MINUTES

Present Board Members:			Attended:
	Larissa James	Headteacher	Y
	Lee-Ann Dirienzo		Y
	Carly Jones		Y
	Jan Beard		Y
	Gaye Dove	Chair	Y
	Rachel Hill	Vice Chair	N
	Janel Richards		N
	Sajish Tom		N
Also in attendance as non-governors:	Sophie Durbajlo	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: Received & accepted from ST, JR & RH.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
3.	Minutes of the meeting held on 13th May 2024 Agreed as a true record, subject to 2 amendments being made as follows: a) update action 290124_10_1, under item 4, to record that PB had given a presentation on finance, and b) under item 5, page 2, 4 th bullet point under 'O Budget – Merton Infant School', change the number of Lunchtime Supervisors to 12 (from 15)	
4.	Matters Arising 161023_24 Submit a concise pen portrait (self-portrait) for inclusion in the Governor Information section of the school website (JR): carried forward to allow time for JR to submit her pen portrait. ACTION C/F. 290124_4_2 Confirm to GD that she has received GD's email containing New Governor Induction Training course dates (JR): carried forward to allow time for JR to confirm to GD. ACTION C/F. 041223_12_3 Check to see what Safer Recruitment courses are currently available (GD): GD advised that she has booked places on Safer Recruiting and Finance training for the Autumn Term. Completed & closed. 13052024_13 Double-check for the presence of a Header in the HSS system for Governor Visit Reports and either send a link to LD or guidance on how to navigate to the correct location for adding Governor Visit Reports (Clerk): the Clerk had sent guidance to LD on how to access the Header for storing Governor Visit Reports in the HSS system. Completed & closed. 13052024_18 Contact HGS with a view to arranging WGBT during the next academic year (Clerk): Discussed under item 20 of agenda. Completed & closed.	JR JR
5.	Monitor spending against Budget Plan PB talked the GB through spending against the Budget Plan, as summarised below: General - it is fairly early in the financial year, with the transactions that have taken place having been the sorts of transactions that are expected to occur during this part of the financial year O Budget Expenditure - the school had been credited with a sum of money (£2000) to meet the cost of providing	

	cover for a member of staff undertaking training in supporting children with English as an additional language; as no one had been identified who could benefit from the training without additional cost to the school for cover, the school has today repaid this sum of money - regarding the Purchase of IT Equipment line, there is a projector in the hall which is old and has a bulb which has not been changed for a long time; it has been decided to replace the projector to avoid a situation where the school has no working projector in the hall for several weeks; the replacement work will take place during the summer holidays and has been budgeted for - she and LJ have been working on SLAs; when the school exits from the H3CS catering arrangements, it will lose the gas and equipment checks carried out as part of those arrangements - it would have been possible to set up an SLA with H3CS although the charge would have been £2000 each for the Infant and Junior schools; however, it had not been felt that £2000 for checking the only equipment at the Infant School, i.e. a dishwasher and a hotplate, was good value for money; instead a quote of approx. £400 had been received from an external company to carry out annual checks and ensure that the school is legal with regard to gas checks and the kitchen; should any of the equipment in the kitchen develop a fault, the company has provided the school with a quote for an hourly rate that they would charge the school for repairs - it currently appears that most or all of the kitchen staff will TUPE over; talks are taking place between the new catering company and the existing catering staff Income - the Summer Fayre has just been held; the amount taken on the day, less the cost of holding the event, provided a profit for each school of £1000 - there have been no payments in for crediting to the High Needs Top Up Funding line; she understands that there are some delayed payments that have not been received by the school yet Y Budget and D Budget - the Y budget and D budget documents were circulated in advance of the meeting Q. A governor advised that she had previously asked about capital expenditure for the Pre-School. A. PB advised that the Infant School contributed some funding to get the Pre-School new flooring completed during the summer holidays. The governor that had asked about capital expenditure advised that she thought that the Pre-School would probably benefit from a general clean and tidy up. PB advised that the plan is to give the Pre-School a deep clean which will include each item of furniture during the summer holidays. PB also advised that there is a rotten tree at the Pre-School which will be felled during the summer holidays (cost £9,000 although the school does not have to pay this). LJ asked for it to be minuted that on behalf of the GB she would like to thank PB for her work on 2 very large jobs this year, being the change of catering arrangements for lunchtimes and the budget work on the Pre-School, both of which she had completed to a very high standard in spite of heavy time constraints. PB left the meeting at 6.47 pm.	
6.	Discuss predicted pupil numbers and their budgetary implications This had already been discussed as part of the previous agenda item.	
7.	Monitor spending of Devolved Capital allocation This had already been discussed as part of agenda item 5.	
8.	Presentation by Curriculum Manager: Sophie Durbajlo, DHT/SENDCO Sophie Durbajlo, the Deputy Headteacher / SENDCO, gave a presentation entitled 'Overview of SEN Provision'. Q. A governor asked if it is correct that Merton Infant were invited to attend a meeting about the PINS (Partnerships for Inclusion of Neurodiversity in Schools) project, Merton Infant having been invited out of 40 schools. A. Sophie advised that she believes that Merton Infant was invited because of the high number of SEND children and also because Merton Infant has become known as a school that is keen to become involved in projects with a view to making improvements in all schools.	
9.	Receive Headteacher Written Report LJ talked the GB through her written report, the main points being summarised below: there are some minor discrepancies on the front page of her report, because of additional children being recorded in the SEND Register, although none of these discrepancies are of	

	major significance • 2 more children are being supported with TAF (Team Around the Family) in YR & Y1 • Attendance is currently 95%, with the lowest groups being SEND (93.6%) and Pupil Premium (94%); however, attendance is generally in line with national figures • Juliet has attended the attendance network this term • new attendance hubs are being introduced; she has a meeting in October about this subject • the school is still waiting for the DfE model policy for attendance; she will work on the Attendance policy when the model policy has been made available • Performance Management for teachers took place yesterday; she will undertake performance management for the admin staff this week and SD will complete PMs for LSAs this week • she has drafted a School Improvement Plan Summary • regarding the SIP, there will be a focus on Writing attainment although it has improved this year in all year groups from last year's final outcome; the DfE are developing a Writing Framework similar to the Reading Framework for schools to use to evaluate their provision for teaching of Writing • Maths attainment will also be a key priority; although the school's Maths outcomes have improved this year, the intention is to achieve Maths outcomes that are more in line with the school's Reading outcome of 77% for this year • overall, the outcomes in each year group have surpassed last year's outcomes, although until this year's national figures become available it will not be known how this year's outcomes compare with the national figures • the staffing structure has been included in the written HT Report • she would welcome the opportunity to have 3 classes in YR again; she has a meeting with the county finance adviser in October, when the adviser will see what the current plans look like; the adviser will be aware of the financial pressures faced by infant schools • the school is unable to achieve the outcomes it would like to achieve for the children, with current staffing levels and the current needs of the children in the school, although the school will do everything that it possibly can • she is hopeful that for the next academic year the school can still run the Discovery Room vision for the EHCP children • the Phonics data has improved, including the End of Year Early Years data, from last year's data Q. A governor asked if there are any reports of budgets relating to schools increasing. A. LJ advised several points, summarised as follows: • no reports of budgets relating to schools increasing have been received • the school has been advised by Education Finance and Education Personnel that there is no more funding available for schools	
10.	Discuss reports from/review Governor Visits from Governor Monitoring Day (26th June) LJ advised that she had received a number of Governor Visit Reports, from the Governor Monitoring Day having generally been very positive and the Reports from the Special Relative Days describing the positive work undertaken; she also advised that the reports that she has been receiving have generally all been submitted by the same governors and that it is important that the Reports are submitted by as wide a variety of governors as possible.	
11.	Review Policies according to schedule – Governors' Code of Conduct, Equalities and Inclusion, Complaints, Serial and Unreasonable Complaints LJ advised the following information: • she has removed a few references from the first two policies, e.g. 'Co-Chair', in accordance with the GB's wishes, although no references were removed from the latter 2 policies which related to complaints • all 4 policies are model policies LJ then asked GD to clarify her email query regarding Young Interpreters and the Equalities and Inclusion policy. Q. GD advised that the Equalities and Inclusion policy had already included an example of an activity that the school undertakes, and wondered whether the Young Interpreters also fitted in with the Inclusion aspect of the policy in terms of helping people joining the school, that have another language, so that they feel included. A. LJ asked GD if she was referring to page 2, i.e. 'we gather online information from a range of sources'. GD confirmed that this was where she thought that a reference to Young Interpreters should be included. It was then arranged that LJ will include this reference as suggested.	

	Agreed: to approve all 4 policies, subject to LJ including a reference to Young Interpreters in the Equalities and Inclusion policy ACTION LJ asked if there were any queries on the SEND policy, as there is a large overlap between the SEND policy and the SEND Information Report. There were no queries on the SEND policy. It was therefore agreed to approve the SEND policy retrospectively for Summer 1.	LJ
12.	Set the End Dates for the terms of office of the Chair and Vice Chair, e.g. 31/07/2025 Agreed: to set the End Dates for the terms of office of the Chair and Vice Chair to 31st July 2025	
13.	Elect Chair and Vice Chair GD was elected as Chair. Agreed: to include election of the Vice Chair in the agenda for the next FGB meeting ACTION	Clerk
14.	Safeguarding, including approval of the Annual Safeguarding Return (in preparation for submission of the Safeguarding Report to the LA by 30th September) LJ advised a couple of points as follows: - GD was correct in that on page 9 under 'Training' item j), there was no evidence included, it just stated in the Return that Safeguarding training is included as part of any governor induction training - in her view, the impact of any Safeguarding-related activity, such as Safeguarding training is also the evidence, i.e. her Headteacher's Report, which has very few returns on specific items such as Safeguarding incidents or racial incidents, indicates that the school's Safeguarding-related activities must be working Agreed: - that there was no need for LJ to add information to the Impact column and to approve the Annual Safeguarding Report as the basis for the Safeguarding Report which will be submitted by LJ in September	
15.	Discuss GB Membership The GB discussed GB membership, with the discussion including mention of initiatives such as trying to recruit new governors, employing methods such as advertising or approaching people, known to the school or members of the GB, who it is believed would make good governors. Agreed that: - the Clerk will check how many consecutive FGB meetings have been missed by governors during the current academic year ACTION - the Clerk will check whether the GB really does need 3 Parent Governors, as documented in the Instrument of Government, or whether one Parent Governor would suffice; if there has to be at least one Parent Governor in the Instrument of Government, he will also check whether the number of Co-opted Governors in the Instrument of Government could be increased to, say, 8 (from the current 6), so keeping the maximum number of governors as 12 in the Instrument of Government ACTION	Clerk Clerk
16.	Review committee membership (Pay Committee) There was no change to the membership of the Pay Committee which consists of RH and JR.	
17.	Agree Headteacher's P.M. date and Governor Panel GD advised that she had been in contact with ST and understands that ST would be happy to be a part of the Headteacher's P.M. process; she will try to discuss the Headteacher's performance management with ST before the next Panel meeting with a view to obtaining some input from another governor. LJ advised that she has confirmed with the LLP that the next HTPM Panel meeting will be held on 7th October 2024 at 8.30 am.	
18.	Allocate specialist and link governor roles, currently allocated as follows (the key roles being denoted by an asterisk): Safeguarding (including Prevent)*: RH Attendance: GD Safer Recruitment*: LD Inclusion (EAL, SEND and Pupil Premium): LD Health and Safety: JB Training Link Governor / DTG: The Clerk Forum Representative: GD	

	Nominated Governor to liaise with the LADO regarding allegations against the HT*: RH Mental Health: CJ As the governors currently allocated to specialist and link roles were happy to continue with those roles, it was agreed that those governors will stay in their allocated roles and that the GB will review these roles again next term.	
19.	Monitor any parental complaints None.	
20.	Discuss Governor Training, including WGBT if necessary The GB discussed governor training, and in particular WGBT. The Clerk had spoken to HGS (Hampshire Governor Services) about the possibility of the GB undertaking another WGBT session, the outcome being that a) the school / GB had used up its entitlement to a free annual WGBT session by virtue of receiving the WGBT on Early Years during the current financial year, and b) if the GB want to receive another WGBT session during the current financial year there would be a charge of £510 Agreed that: the GB will not book another WGBT session during the current financial year as, in view of the current situation with the school budget, it does not want the school to incur the £510 charge that would apply GD advised that HGS have arranged a large number of training events that are being held during the Autumn Term and that she believes that many of these courses would be beneficial for members of the GB to undertake.	
21.	Adopt Manual of Personnel Practice and Scheme for Financing Schools Agreed: to adopt the Manual of Personnel Practice and the Scheme for Financing Schools	
22.	Review FGB Terms of Reference Agreed: to adopt the FGB Terms of Reference	
23.	Review FGB Annual Task Planner LJ advised that she had added a reference to 'Cycle A' for academic year 2024/25 to the Planner, as the idea of creating a cycle for covering all the various curriculum areas had been discussed in an earlier meeting during the current academic year; therefore, the next academic year will be 'Cycle A' and academic year 2025/26 will be 'Cycle B'. Agreed: to adopt the FGB Annual Task Planner	
24.	Review Clerking Service Agreed: to continue with the Clerking Service	
25.	Review Annual Collaboration Agreement LJ advised that she had been in contact with the HT of St. Anne's Primary School regarding the Agreement and that she is waiting to hear back from them; as the Agreement has been in place for a number of years, she does not believe that there will be any problem with renewing the Agreement. Agreed to: renew the Agreement, subject to receipt of confirmation from St. Anne's Primary School that they also wish to renew the Agreement	
26.	Review/Approval in principle of skeleton SIP with a view to final approval at October 2024 FGB meeting (as arranged at FGB 04/12/23) LJ advised some information as summarised below: - she has been working on the skeleton SIP and will be giving out a SWOT analysis per year group at the Tuesday business meeting so that input can be obtained from the staff; the analysis will be given to all the school teams including lunchtime supervisors and admin staff - the SIP needs to be slightly modified with regard to the curriculum for Maths and Writing and it is important to ensure that there is consistency with regard to the interventions that are being put in place across the school to improve outcomes for the children - apart from the modifications to the SIP, it is important that the school continues to do what it normally does and therefore individual curriculum action plans can be regarded as maintenance plans	

	- she believes that ensuring that the school continues to do what it normally does, next year with less staff, as well as managing staff workloads and expectations, will be difficult Agreed: - to approve the skeleton SIP in principle, in preparation for full review & approval at the October FGB meeting	
27.	Discuss Meeting Dates/Times, including the dates of Governor Monitoring Days, for the next academic year Meeting dates and times for FGB meetings and Governor Monitoring Days were discussed. Agreed that: - for the next academic year it would be better to hold the Governor Monitoring Days during the first half of each term, rather than the second half A governor suggested that it might be useful if the teachers from each year group could pinpoint a couple of new children for the governors to meet when they visit the school on a Governor Monitoring Day, and then those children and their books could be discussed at the next Pupil Progress meetings, at which some governors would hopefully be present, by which time some progress would be evident from the Pupil Progress data. This was generally thought to be a good idea. Agreed that: - FGB meetings will be held on Mondays at 6.30 pm - LJ will produce a list of FGB meeting dates and Governor Monitoring Day dates and send the list to the Clerk ACTION	LJ
28.	Correspondence None.	
29.	Any Other Business LJ advised that the last INSET day in June 2025 has been changed to Monday 23rd June 2025. The Clerk will add this new date for the INSET day to the List of FGB Meeting Dates & Governor Monitoring Days when he receives it from her. ACTION LD expressed a big 'thank you', on behalf of the GB, to the fundraising team for their hard work carried out with a view to raising money, especially for the fayre.	Clerk
30.	Date of next FGB meeting To be confirmed.	

The meeting closed at 8.30 pm.

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

Signed _____ Chair Date _____