

# MERTON INFANT SCHOOL

## Minutes of the Full Governing Body meeting held on Monday 18th March 2024 at the school

### MINUTES

|                       |                  |                         |  |
|-----------------------|------------------|-------------------------|--|
| <b>Present:</b>       | Lee-ann Dirienzo |                         |  |
|                       | Larissa James    | Headteacher             |  |
|                       | Carly Jones      |                         |  |
|                       | Jan Beard        |                         |  |
|                       | Gaye Dove        | Chair                   |  |
|                       | Rachel Hill      | Vice Chair              |  |
|                       | Janel Richards   |                         |  |
|                       | Sajish Tom       |                         |  |
|                       |                  |                         |  |
| <b>In attendance:</b> | Sophie Durbajlo  | Deputy Headteacher      |  |
|                       | Paula Bennett    | School Business Manager |  |
|                       | Mark Livesey     | Clerk                   |  |

The meeting started at 9.20 am.

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| 1. | <b>Welcome and Apologies for Absence</b><br>Apologies: None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |
| 2. | <b>Declaration of Pecuniary Interests or Conflicts of Interest</b><br>Declarations: None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |
| 3. | <b>Minutes of the meeting held on 29th January 2024</b><br>Agreed as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| 4. | <p><b>Matters Arising</b></p> <p><b>161023_24 Submit a concise pen portrait (self-portrait) for inclusion in the Governor Information section of the school website (JR):</b> JB advised that she has now published JR's photo on the website and that, although she has a short description of JR, she would like JR to send her, or GD, a concise pen portrait, describing her main life roles and including some information on why she decided to become a governor. <b>ACTION C/F.</b></p> <p><b>290124_4_1 Try to copy over JR's pen portrait from GovernorHub and place it on the website but let JR know if this does not work (JB):</b> this action was superceded by developments relating to the previous action. Closed.</p> <p>It transpired that there was no pen portrait for CJ and it was therefore arranged that CJ will send JB a concise pen portrait. <b>ACTION.</b></p> <p><b>290124_4_2 Confirm to GD that she has received GD's email containing New Governor Induction Training course dates (JR):</b> action carried forward to allow time for JR to send the confirmation. <b>ACTION C/F.</b></p> <p><b>041223_12_3 Check to see what Safer Recruitment courses are currently available (GD):</b> GD advised that although she had been unable to obtain a place on the Safer Recruitment course, she had completed a Safeguarding course which included an element of Safer Recruitment; she will continue attempting to obtain a place on a Safer Recruitment course. <b>ACTION C/F.</b></p> <p><b>041223_15_1 Circulate a separate dedicated email attaching the updated complete list of meeting dates for the current academic year (Clerk):</b> Completed &amp; closed.</p> <p><b>290124_5 Inform current parents of the price increases for the Breakfast and After School clubs (JB):</b> this was discussed later in the meeting when JB confirmed that the parents had been informed of the price increases. Completed &amp; closed.</p> <p><b>290124_8_1 Update the Clerking Service Contracted Hours Return 2024/25 to include 6 FGB meetings (instead of 7 meetings) and circulate it to everyone (Clerk):</b> Completed &amp; closed.</p> <p><b>290124_8_2 Draft a replacement FGB Annual Task Planner (LJ):</b> LJ advised that she had produced the replacement Task Planner which was based on 6 FGB meetings per year. Completed &amp; closed.</p> <p><b>Agreed that:</b></p> | <p><b>JR</b></p> <p><b>CJ</b></p> <p><b>JR</b></p> <p><b>GD</b></p> |

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|    | <ul style="list-style-type: none"> <li>the March FGB meeting will not in the future be held during the school day or on a Governor Monitoring Day</li> <li>for the next academic year the format for FGB meetings will alternate between face-to-face meetings and online meetings via 'Teams', with the first meeting of the Autumn Term to be a face-to-face meeting and the Autumn 2 FGB meeting to be a 'Teams' meeting</li> <li>the English, Maths and SENCO presentations will be carried out at an FGB meeting, and that the other subjects will be covered on a Governor Monitoring Day on an agreed two year cycle; the subjects that the GB will not receive information about will be documented in her Headteacher Report</li> </ul> <p><b>290124_9 Check her diary and confirm by email to RH &amp; GD that she is available for them to come into school on the afternoon of Monday 5<sup>th</sup> February to meet with her and quality assure the financial checks (PB):</b> PB had confirmed her availability. Completed &amp; closed.</p> <p><b>290124_10_1 Give a presentation on school finance to the GB, on a date to be arranged (PB):</b> carried forward to give PB time to give her presentation. <b>ACTION C/F.</b></p> <p><b>290124_10_2 Once RH and GD have met with her to quality assure the financial checks, scan in the signed SFVS Return and email it to the Clerk (PB):</b> Completed &amp; closed.</p> <p><b>290124_10_3 Submit the SFVS Return by 31<sup>st</sup> March (Clerk):</b> Completed &amp; closed.</p> <p><b>290124_12 Consider the logistics of providing a Mental Health Welfare Day on staff members' birthdays, such as providing cover for the LSAs and any areas of uncertainty that occur to them (ALL):</b> carried forward to give GB members time to consider the logistics. <b>ACTION C/F.</b></p> <p><b>290124_15 Add a box, for the outcome of the investigation, to the school's version of the Low Level Concern policy (LJ):</b> Completed &amp; closed.</p> <p><b>290124_24 Check with Governor Services that it will be necessary for clerks to transfer GB minutes of FGB meetings, any documents discussed at those meetings and any other GB documents in GovernorHub by downloading the existing GovernorHub files and uploading those files into the new system; also check that it will not be necessary for clerks to transfer the existing GovernorHub membership &amp; training records as these will have been transferred to the new system, by Governor Services, by the GovernorHub cut off date (Clerk):</b> the Clerk confirmed that the arrangements for the transfer of files from GovernorHub to the HSS system are as described in the action. Completed &amp; closed.</p> <p><b>Agreed that:</b></p> <ul style="list-style-type: none"> <li>GD will be the Attendance Governor,</li> <li>the normal start time for FGB meetings will be 6.30 pm</li> </ul> <p><b>Q.</b> GD asked about the 'buddy' system, with reference to the minutes of the January FGB meeting, as she did not believe that a 'buddy' had been formally appointed for anyone joining the GB as a new governor. <b>A.</b> RH advised that she had produced a list of everything that a new governor needs to do, with the list documenting that LD will be a 'buddy' or mentor for any new governors.</p> | <p>PB</p> <p>ALL</p> |
| 5. | <p><b>i) Monitor spending against O Budget Plan</b></p> <p>PB talked the GB through spending against the O Budget Plan, the main points of which are summarised below:</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>with the end of the financial year approaching, she is continuing to monitor the budget</li> <li>overall, the situation appears slightly better than the predicted deficit; as there should not be any significantly higher than normal expenditure over the next few weeks, she is hopeful that the current outlook for the budget will prove to be accurate</li> </ul> <p><b>Expenditure</b></p> <ul style="list-style-type: none"> <li>there are certain areas, particularly around gas and electricity, where the school is not in control of the billing process</li> <li>she has a problem with the gas charges; she and the School Business Manager of the Junior School are in communication with Hampshire about the billing for gas, as MIS shares a gas meter with the Junior School and billing for gas tends to be problematic</li> <li>she believes that the electricity charges are likely to be a little less than originally budgeted for, based on the readings that have been received</li> <li>the cost of cleaning materials is likely to be slightly higher than planned as she has had to order some more cleaning materials this week</li> <li>there were 2 lines that appeared in the wrong place; she has now moved these lines</li> </ul> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>the Miscellaneous Income figure has increased significantly because a) there was an SLA charge of £1,600 that she had been able to reclaim from the Preschool, and b) she has already invoiced the Preschool for their share of the gas, electricity and utility bills</li> <li>there is EHCP funding which needs to be credited and this will hopefully happen before the</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |

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|     | <p>end of the financial year</p> <ul style="list-style-type: none"> <li>she is currently investigating deduction of a sum of money from the Catch Up Funding</li> </ul> <p><b>Budget Share for Financial Year 2024/25</b></p> <ul style="list-style-type: none"> <li>the Budget Share for the next financial year is £971,516, this being £50,000 less than last year's Budget Share</li> </ul> <p><b>ii) Monitor spending against Y Budget Plan</b><br/>PB talked the GB through spending against the Y Budget Plan, the main points of which are summarised below:</p> <p><b>Income and Expenditure</b></p> <ul style="list-style-type: none"> <li>she had reduced the income from the Breakfast Club under code 7203</li> <li>she had planned to reduce the income from the After School Club to £25,000, although it has already reduced to £25,868; this is because some parents pay for the Club via a lump sum and it is not known in advance when the lump sum will be paid</li> <li>income under 'Lettings' will eventually be received from the Preschool, although next year there will not be an income budget line for Lettings as the Preschool will not be charged rent during their first year of operation under MIS</li> <li>the Y budget is likely to have an in-year surplus of approximately £60,000; less deficit in the O budget would mean that a greater surplus could be carried forward in the Y budget</li> </ul> <p>LJ advised several points, summarised as follows:</p> <ul style="list-style-type: none"> <li>the school needs to aim for 60 pupils per year group, being the maximum figure allowed under the PAN; the school can then consider recruitment in the form of reaching out to preschools and increasing the PAN from 60 to 90</li> <li>the Ofsted inspector had been complimentary about the school's Discovery Room for EHCP children across KS1, which has a qualified teacher running it; the progress that the children have made since they have been in the Discovery Room, and the effect on the classes from which the EHCP children have come, has been beneficial for the school overall</li> <li>having 3 YR classes has also benefitted the school</li> <li>the 2 provisions just discussed, although costly in terms of staff costs, have been supported by the GB and have had an impact which is very beneficial for the school's children and she therefore believes that the school should sustain this approach moving forward</li> </ul> <p><b>Q.</b> A governor asked what the pupil numbers are likely to be in September. <b>A.</b> JB advised that the school should have at least 60 pupils joining in September.</p> <p>LJ advised several more points, summarised as follows:</p> <ul style="list-style-type: none"> <li>there are 2 options, either a) aim for an intake of 90 pupils in September, or b) aim for smaller classes and the EHCP Discovery Room provision; she recommended continuing with the EHCP Discovery Room, especially as there is likely to be another Ofsted inspection within a year or two</li> <li>she is considering trialling a two week play scheme during the summer, the 2 weeks being the initial duration to see how it runs; the downside is that one of the school's local sports coaches runs a free club at another local school, raising the question of whether any children would attend a Merton-run play scheme</li> <li>a play scheme could also be run for the Junior School, and a consultation document could be sent to parents</li> </ul> <p>The GB then discussed the staff sickness and absence figures.</p> <p><b>Q.</b> A governor asked if the letters, to the parents of children that regularly attend the Breakfast and After School clubs, informing them of the price increases for the clubs, had been sent. <b>A.</b> JB confirmed that these letters have been sent to the parents.</p> |  |
| 6.  | <p><b>Monitor spending and consider forthcoming plans for Devolved Capital</b></p> <p>There was nothing to report with regard to Devolved Capital.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 7.  | <p><b>Review closing budget and recommend use of carry forward</b></p> <p>This had already been discussed earlier.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 8.  | <p><b>Consider draft budget plans for the following financial year</b></p> <p>This had already been discussed earlier.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 9.  | <p><b>Presentation by Maths Curriculum Manager</b></p> <p>The Music Curriculum Manager gave a presentation on the teaching of Music and PSHE.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 10. | <p><b>Receive Headteacher Written Report</b></p> <p>The written HT Report having been made available to the GB in advance of the meeting, LJ advised</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |

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|     | <p>that there has been a change in the cohort, i.e. 2 children have now joined Y1 making a total of 58, with the Number on Roll now totalling 178. There was also a small change to the EAL group which now totals 63.</p> <p>LJ then talked the GB through her Report, the main points of which are summarised below:</p> <ul style="list-style-type: none"> <li>• regarding progress against the SIP, she had been referring to the new Ofsted Framework which was published in January</li> <li>• regarding the Early Years provision on page 7, she had judged the provision as Outstanding with regard to what the school has been achieving</li> <li>• the Parent Survey was very supportive</li> <li>• for the Ofsted Survey, there were 40 parents who completed their forms, with the majority of those parents providing complimentary feedback</li> <li>• regarding Prevent, there is an online DfE course on this topic for governors; she will circulate a link to the course and advised that she understands that governors need to complete Course 1 <b>ACTION</b></li> <li>• the LLP Report was circulated to the GB</li> <li>• regarding the DPO audit report, some of the actions have already been completed and she believes that by the time this audit is due to be conducted again, the current audit report should be 'all green' with regard to the actions raised</li> </ul> <p><b>Q.</b> LJ asked those present if they have undertaken any DPO-related training. <b>A.</b> RH advised that PB had circulated a link to DPO-related training which she had undertaken; some of the other governors had also undertaken DPO-related training although they had generally experienced problems with trying to obtain a certificate of completion of the training.</p> | LJ |
| 11. | <p><b>Receive update on the Age Down process from the Headteacher</b></p> <p>LJ talked the GB through the update on the Age Down process, the main points of which are summarised below:</p> <ul style="list-style-type: none"> <li>• the Age Down process is going ahead, the cut off date being 31<sup>st</sup> March</li> <li>• she will be collating the Employers' Liability Insurance information, and has booked an appointment for PB and herself to meet with the financial administrator in order to match the role profiles of the Preschool staff</li> </ul> <p>RH advised that it would be useful at some stage for the Infant School staff to meet the Preschool staff. LJ agreed with both this statement, and also a statement by LD that the Preschool needs to be included in the visits carried out on governor monitoring days; LJ also advised that taking over the running of the Preschool was the reason for booking the WGBT on Early Years.</p> <p><b>Q.</b> GD asked if there was an intention to 'buddy up' the Preschool children with the Merton Infant children. <b>A.</b> LJ advised that she thought that this was something that could possibly be considered in September.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 12. | <p><b>Discuss report from Leadership and Learning Partner (if received)</b></p> <p>The report had already been discussed earlier under item 10.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |
| 13. | <p><b>Governor Monitoring Day</b></p> <p>Agreed: to discuss this later.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |
| 14. | <p><b>Receive reports from / review Governor Visits</b></p> <p>LJ advised that she had received a number of Governor Visit Reports from LD and RH, these reports having been uploaded to GovernorHub.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |    |
| 15. | <p><b>Review policies as per Policy Review Schedule (SEN Information Report)</b></p> <p>It was agreed to approve the SEN Information Report, subject to LJ changing the date of the Report. <b>ACTION.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | LJ |
| 16. | <p><b>Complete GB Self Evaluation – how well are we doing?</b></p> <p>LJ advised the following:</p> <ul style="list-style-type: none"> <li>• she does not believe any new questions have been added to the GB Self Evaluation form that the GB completed last year</li> <li>• she believes that last year the Strategic Leadership was rated at between Outstanding and Good</li> <li>• actions arising from last year's Self Evaluation included 'Target governor recruitment' (this was and is ongoing), 'Look at Risk Register identifying organisational and strategic risk' (this was achieved although she believes it is worth continuing with this action), and 'Ensuring that the governors read the policies thoroughly so that the GB can be confident that the policies are being thoroughly reviewed'</li> <li>• regarding Accountability, this was rated as Outstanding in most areas and Good in one</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |    |

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|     | <p>area (being “Governors’ accountability in ensuring delivery of the SIP”) – she believes that this action should be ongoing</p> <ul style="list-style-type: none"> <li>• she has removed the original governor video from the school website as the video included a presentation by a former governor and Chair of Governors who resigned; she believes that it is worth discussing the creation of a new governor video, at some point in the future, as the previous video was a part of the GB’s governor recruitment strategy</li> <li>• regarding People, 3 areas out of 5 were rated by the GB as Outstanding, with the GB also receiving one ‘Good’ rating and one ‘Requires Improvement’ rating, the ‘Requires Improvement’ relating to the succession planning of the Governing Board; she believes that this rating may have to stay as it is for the present as the GB is currently a small one</li> <li>• regarding Structures, out of the 4 areas, 3 areas were rated as Outstanding and one was rated as Good</li> <li>• regarding Compliance, out of 3 areas, the GB had rated one area as Outstanding and 2 areas as Good</li> </ul> <p>GD advised that instead of a new governor video, possibly the GB could arrange for a pictorial version of a PowerPoint presentation on the GB to be produced; this suggestion was generally thought to be a good one.</p> <p><b>Agreed that:</b></p> <ul style="list-style-type: none"> <li>• the “Governors’ accountability in ensuring delivery of the SIP” action should be ongoing</li> <li>• LJ will edit her copy of the GB Self Evaluation Form, to reflect the overall feedback from the GB, and circulate the updated Form for everyone to view before it is brought before the GB for approval at the May FGB meeting <b>ACTION</b></li> </ul> | LJ |
| 17. | <p><b>Safeguarding</b></p> <p>LJ advised that Safeguarding had been covered earlier in her HT report.</p> <p>GD advised that she had undertaken some training in Safeguarding; she also advised that there is an online webinar and quiz available.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |
| 18. | <p><b>Discuss GB Membership</b></p> <p>LJ advised that currently vacancies exist for 2 Co-opted Governors and 2 Parent Governors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |    |
| 19. | <p><b>Discuss Governor Training, including WGBT if necessary</b></p> <p>This had already been discussed earlier in the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| 20. | <p><b>Monitor any parental complaints</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| 21. | <p><b>Correspondence</b></p> <p>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |
| 22. | <p><b>Any Other Business</b></p> <p>LJ asked the GB whether they would consider agreeing to the school holding a Well-being Day on the day of the 15<sup>th</sup> July INSET, when staff are not expected to come in to school, with the decision to be made in the light of the successful outcome of the Ofsted inspection as a ‘thank you and well done’; the day would have been used to carry out curriculum planning for the Autumn. The Well-being Day was agreed on the understanding that any additional meetings, necessary for the curriculum planning to be carried out in preparation for the Autumn, are held and attended by the relevant staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |    |
| 23. | <p><b>Date of next FGB meeting</b> - scheduled for Monday 13th May 2024 at 6.30 pm online via ‘Teams’</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |    |

The meeting closed at 10.45 am.

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

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_