

Minutes of the Full Governing Body meeting held online on Monday 4th December 2023

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Carly Jones		
	Jan Beard		
	Louise Silverton	Co-chair	
	Rachel Hill	Vice Chair	
	Gaye Dove	Co-chair	
In attendance:	Sophie Durbajlo	Deputy Headteacher	
	Mark Livesey	Clerk	

The meeting started at 6.30 pm.

		ACTION
1.	Welcome and Apologies for Absence Apologies: JR. Absent: ST.	
2.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
3.	Minutes of the meeting held on 16th October 2023 Agreed as a true record.	
4.	Matters Arising 140323_11 Book the WGBT for late June and approach HGS for some possible dates and share these with the GB (LS): Completed & closed. 161023_6 Circulate her budget reports to everyone (PB): Completed & closed. 161023_11_1 Include the agenda item 'Approve School Improvement Plan – governors to review and identify any actions for Governor Action Plan Tracker' in the agenda for the next FGB meeting (Clerk): although included in the agenda, the School Improvement Plan (SIP) was discussed later in conjunction with the next action. Completed & closed. 161023_11_2 Include the agenda item 'Review and agree Self Evaluation Monitoring Schedule' in the agenda for the next FGB meeting (Clerk): although included in the agenda, LJ advised that the GB has been working on both the SIP and the Monitoring Schedule since the start of term; she therefore proposed the following action, which was agreed: - a skeleton School Improvement Plan to be produced for review/approval in principle at the July 2024 FGB meeting, with a view to approving the final SIP at the October 2024 FGB meeting ACTION LJ then proposed the following course of action, which was agreed: - the GB will agree the Self Evaluation Monitoring Schedule later during this meeting, and that following this meeting the GB will review it again in 2 years' time, in July 2025, and not before Original action completed & closed. 161023_20 Work with JB on producing a calendar of such events and circulating the calendar to all governors (LJ): LJ advised that JB has produced a calendar of major events to which has been added the Pupil Progress Meetings; the calendar will be circulated by the end of the week. ACTION C/F. 161023_24 Submit a concise pen portrait (self-portrait) for inclusion in the Governor Information section of the school website (RH/JR): it was agreed that LS & GD will remind JR to submit a pen portrait, RH having submitted one. Original action C/F. ACTION. 161023_25 Book the WGBT on Ofsted (LS): LS advised that she has booked the WGBT for next Monday 11th December. Completed & closed.	LJ LJ JR LS/GD

5.	Presentation by Curriculum Manager for English (Carly Jones) The Curriculum Manager for English, CJ, gave a presentation to the GB. LS thanked Carly for her presentation and also for providing the GB with details of the work that she has been carrying out with the higher attainers. Q. RH asked if it is correct that on the Monitoring Day the teachers will carry out screening of the practice materials for assessment purposes. A. CJ advised that the school looked into the assessment materials for Rocket Phonics and trialled the materials in Autumn 1; they found that the assessment materials were only assessing as far as the teachers had taught so far. The school therefore decided to continue with their Phonics Screening Check as they knew that this worked. However, as the Rocket Phonics documentation makes it clear that Rocket Phonics does not do any work on alien words, the school had to do some work on this, especially for those children who do not recognise alien words. Q. GD asked if the free writing session on Friday is just for Y2 children. A. CJ advised that Y1 will start to be introduced to free writing in the spring; she also advised that the Y1 Lead believes that the Y1 children are not quite ready for free writing yet. She also advised that in the first term the children are taught the first skills of Writing such as capital letters and full stop, and that the Y1 Lead believes that any more to learn at present would be just too much for those children.	
6.	Receive Headteacher Written Report While sharing the Ofsted Inspection Data Summary Report (IDSR) via her computer screen, LJ talked the GB through her written report and the IDSR, the main points of which are summarised below: - the school data is sent off in July and the resulting IDSR is received by the school in the Autumn Term - the school percentage of SEND is above average - the Report contains a graph of the school's ethnicity data; this showed that the school was slightly above average for White British and above average for Asian and British Indian families, including Black African - the Report also showed quite a high level of EHCPs in Y1 & Y2 - the data is based on the January 2023 census, with links to alternative provision - there is a child who is currently accessing alternative provision - regarding Absence, there was nothing significant in the Report - the number of suspensions were in the highest 20% of the data for 2021/22, when 3 children were suspended on more than one occasion - none of the progress and attainment measures were statistically different - the Attendance trackers compare the Autumn Term with the previous term; including the Persistent Absence (PA) children, the attendance up to the date (1st December) of the Report is reasonably good, being equal to the national attendance figure - the Attendance is on track for KS1 (the school does not have to report attendance data for non-compulsory school age children) - the Attendance is 94%, i.e. in line with the national average of 95% - regarding the PA children, the school is working to improve the attendance of a couple of those children and the school has carried out some referrals to the legal intervention team - the EAL and Ethnic Minority children are doing well - there are currently 29 PA children across the school, equating to 16%; the school tracks all PA children and has had its termly meeting with their parents - the attendance has dropped in Hampshire, compared with the national figures for the last academic year; the LA are concerned and attendance will have a larger focus during the school's LLP visit in the Spring Term - the school is up on all its academic data from the previous academic year - there is a larger focus on governors being involved in the Spring Term LLP visit - EHCPs are on the rise and all governors are advised to complete the eLearning Module 'Understanding SEND' - the school has recruited 4 new Lunchtime Supervisors, of which 2 are starting on Wednesday, with the other 2 Supervisors starting after Xmas; an indoor playroom for children that either can't cope with being out on the playground or do not feel comfortable there will probably be set up this week - the school has achieved the EAL Gold Award for 2 years running; EMTAS has advised the school to look to achieve the new Platinum Award, for which schools would receive a plaque - a breakdown of staff absence from 6th October to 24th November was included in the written HT report - there is a change to the Looked After Children on page 1 of her Report; there is now a	

	Looked After Child in Y2 the Lunchtime Supervisors also had training on the INSET day for 'Play Game', which it is hoped will result in better games for the children SD advised that the school has some children on reduced hours provision; although they are coded separately on the attendance register, the children affect the overall total; she also advised that the child on alternative provision also affects the overall total. Q. RH asked if the school finds that there is a degree of crossover between the SEN children and the Pupil Premium children, i.e. whether they could they be the same children registering in both categories. A. LJ confirmed that this does happen. Q. LS asked about the sinking concrete mentioned in the written HT report. A. LJ advised that the school had been chasing this issue with Property Services who have visited the site and do not believe that it is a high priority from their point of view; the school is monitoring it and feeding back any developments to Property Services who will come out to the site as and when they can make people available. She believes that there is very little chance of harm to the children, i.e. that the area is not unsafe at present.	
7.	Receive update on the Age Down process from Headteacher LJ talked the GB through her update on the Age Down process, the main points of which are summarised below: - the consultation is continuing and finishes on 15th December; she is not aware of any developments at present; any comments would go to Glenn Parkinson (Strategic Development Officer) who has not been in touch with her recently to advise if any comments or developments have been coming through - she had a telephone conversation with Maria Miller M.P. last week who had had to be involved as part of the consultation; the discussion involved talking about the rationale for the Age Down process, with Maria Miller being interested in the recruitment aspect and also the impact on the children's families of wrap-around care - she needs to attend another Preschool meeting in order to complete a Due Diligence form that contains specific questions, mainly about employment, time of working, pensions and time off; she is working with an EPS (Education Personnel Services) caseworker with a view to completing the form, probably in the New Year - at present the Age Down process is progressing in a satisfactory manner	
8.	Discuss reports from Governor Monitoring Day LJ advised that she had received 3 reports from the Monitoring Day, and that as she has today received JR's report, she will store this in GovernorHub. RH advised that her report and GD's report are in GovernorHub. The GB then discussed the reports on the Monitoring Day that were available, with 2 of the governors that had submitted reports describing their experiences; the main points of the discussion are summarised below: - on the Monitoring Day, there was much to see and much to cover. - it had been very rewarding to talk to the parents and go into each class and talk to the children, although she did not really get a chance to talk to the teachers as they were busy teaching - the children were very focused on what they were doing - the children were very happy to talk to the governors - the children reflected the ethos of the school very well, with a calm atmosphere being evident - there was a high degree of consistency from class to class and from year group to year group - one governor wondered whether a more focused visit might be useful - a governor managed to speak to quite a few of the children on such subjects as whether they felt safe in school, and found the experience rewarding; she spoke to some individuals and groups as they were working - one governor had looked through the Inspection Handbook and tried to focus on areas that she believed Ofsted would be interested in; the hardest area that she found to look at was Personal Development - as the time for visits was limited on the Monitoring Day, one governor suggested that if a governor was interested in looking at an area that would take a lot of time to cover, it may	

	better for a separate visit to be arranged on another day from the Monitoring Days GD, one of the Co-chairs, also advised a couple of additional points: • she stayed on for the Winter Warmer, which had been very enjoyable, although the parents did not know who she was, which made talking to the parents and their children a bit more difficult • she raised the question of whether it would be appropriate, at least on future Monitoring Days, for the school to let the parents know that the governors will be present in the school on that day LJ advised a few points, as follows: • she believes that it is important to hear “the children’s voice” as the children are happy to communicate with the governors • she appreciates the difficulty with trying to talk to the staff when they are busy teaching; this is something the school could try to arrange for the next Monitoring Day, although the Curriculum Managers do communicate with the governors via presentations at the FGB meetings, and also report back on the Monitoring Day • she is happy for the governors to determine what is included in the agendas for the Monitoring Days; it is therefore up to the governors to decide what they wish to know as governors, from the school and the various stakeholders; she is open to all ideas for the Monitoring Days • she suggested that JB should arrange for a photo of Gaye to be included in the Newsletter, accompanied by one or two lines by each governor in an article entitled “Governors’ Corner” or “Governors’ News”; the written text could record that each governor had attended the Monitoring Day and the whole article could include a photo of each governor that attended the Monitoring Day JB joined the meeting at 7.35 pm. JB advised that there is a Newsletter currently in production and therefore if GD sends her a photo and a concise couple of lines of text, she will ensure that the governors that attended are included in the next issue which is due for publication next Friday. ACTION. LS suggested that possibly ST could be included in the next Newsletter as a new governor that has recently joined the governor team. Q. SD advised that each year in previous years at the Christmas Performance, the governors have been present and have been introduced by the school to the parents, as it has been such a good governor turnout for the parents; she asked if it is planned to have a similar arrangement this year. A. LJ advised that it is planned to have a similar arrangement this year and that timings for the Christmas Performance will be included in the Calendar of Events discussed earlier; the start time for 11th December is 2 pm, the 12th December is 5 pm and 13th December is 9.30 am. LD advised that she will try to attend the Christmas Performance on one of the performance days other than Wed 13th Dec, as there is at least one other governor attending on 13th Dec. Q. SD asked if it is worth either JB or CJ attending the Christmas Performance, and speaking as a Co-opted Governor or the Staff Governor respectively, on the third performance date, just to provide some governor representation. A. LJ thought this is worth doing.	GD
9.	Review Policies as per Policy Review Schedule (Home School Agreement, Annual Review of Equalities and Inclusion policy) The GB reviewed the policies; RH had noticed that in the Equalities and Inclusion policy, the National Deprivation Factor was 0.02, although it is shown in the SEF as 0.2. LJ advised that she will change the policy figure to 0.2. ACTION. Agreed: • to approve both policies, subject to LJ making an amendment to the Equalities and Inclusion policy as just discussed.	LJ
10.	Discuss GB Membership and upcoming End Dates LS advised a couple of points as follows: • the only upcoming End Date is hers, on the 17th December 2023; the End Dates for the other governors are not until 2027 • she will not seek re-appointment as a governor beyond the end of this term On behalf of the GB, LJ thanked LS for her time, effort and support in the face of challenge, and wished her the best of luck for her and her family in the future.	

	LS thanked all the governors and advised that she had found it interesting and rewarding being a governor of the school. LJ asked LS if she would mind writing a concise piece of text, for inclusion in the Newsletter, regarding how she had found being a governor rewarding and interesting, and also the mentioning the value she had found in being a governor in terms of what she has learnt and how she believes that she has supported both past and current school communities. LS advised that she would be happy to do this. LJ advised that the school would need the text in good time before the publication date for the next version of the Newsletter which is scheduled for a week on Friday (15th December). LS advised that she will send the text to the school by the end of this week.	
11.	Approve School Improvement Plan (SIP) – governors to review and identify any actions for Governor action plan tracker (carried forward from Oct FGB meeting) Review and Agree Self Evaluation Monitoring Schedule (as arranged at Oct FGB meeting) Approve SIP LS invited comments or queries regarding the governor section of the SIP; there were no comments or queries. There was a discussion regarding the question of how best to keep track of governor actions. It was then agreed that the governors will give some thought to this question after the meeting, with a view to returning to this issue at a later date and eventually making a final decision in the future as to whether or not to have a separate Governor Action Plan Tracker, of some kind, or not. ACTION. RH advised that she was happy to experiment with some documentation and see what she comes up with and then circulate the document for comment. It was generally felt that this would be beneficial. ACTION. It had been agreed earlier in the meeting under 'Matters Arising' that a skeleton School Improvement Plan would be produced for review/approval in principle at the July 2024 FGB meeting, with a view to approving the final SIP at the October 2024 FGB meeting. In order to ensure that the GB has an approved SIP to work from until the July 2024 FGB meeting, it was agreed to approve the current governor section of the SIP. Review and agree Self Evaluation Monitoring Schedule See Matter Arising. Completed & Closed	ALL RH
12.	Discuss Governor Training, including WGBT and review of Matrix of Training LS advised a few points as follows: • she has been reviewing the training that the governors have been undertaking • LD, GD and RH have been undertaking training recently • JR has not registered for any training yet, and needs to be reminded of the need to register for New Governor Induction training ACTION • looking at the Matrix of Training in its current state, some gaps in training are starting to appear; she will update the Matrix and send it to GD ACTION • there are gaps in the area of Monitoring and Evaluating Safeguarding Culture, being a course that was run, which can probably be addressed over the next few months • there is a gap around Understanding Finance in Schools; there are 2 finance training courses available that are not unduly complicated and are useful for governors' understanding of their responsibilities with regard to budgets and the impact of setting deficit budgets • apart from the gaps just documented, there is a fairly good spread of training, in the various areas, across the GB Q. LD asked if it would be worth her undertaking courses in finance, bearing in mind that she is an employee and not in control of salaries. A. LJ advised that she believes that it may be worth LD undertaking finance courses, particularly with regard to her role as the SEND Governor and her awareness of the financial impact of EHCPs, as she could use her existing experience, combined with finance training, to advise the GB. Q. LD advised that she thought that she had undertaken Safer Recruitment training and asked if her training showed on the list that LS had produced to check on training. A. LS advised LD that the	LS/GD LS

	training she thinks that she undertook does not show on her list. LJ advised that she believes that it is important that GD, as Co-chair, should undertake the Safer Recruitment training. GD advised that she will check to see what Safer Recruitment courses are currently available. ACTION. The GB discussed possible topics for WGBT. Agreed: that the topic will be Early Years and that the GB will attempt to arrange for the training to be made bespoke to Merton Infant in terms of looking more at the curriculum for 2 – 4 year old children; LS will book this WGBT for the Spring Term ACTION Q. LS asked, mindful of the benefit to the school and GB of recruiting a few governors to the GB, if there will be any fairs, such as a Summer Fair, in the latter part of the current academic year. A. LJ advised that there will probably be a fair during this academic year, although it has not yet been decided whether it will be a joint fair with the Juniors, which she believes that it probably should be. JB left the meeting because of technical equipment failure at 7.57 pm.	GD LS
13.	Monitor any parental complaints None.	
14.	Correspondence None.	
15.	Any Other Business Agreed: - to change the date of the July FGB meeting to Tuesday 9th July 2024 (from 1st July 2024) - that the Clerk will circulate a separate dedicated email attaching the updated complete list of meeting dates for the current academic year ACTION Q. GD asked if it is known whether JR and ST are now using their school email addresses. A. LJ advised that JR is using her school email address, and that although ST believes that his councillor email address is a secure one, she is encouraging him to use the school email address as it is quicker and easier if everyone's email address is in the same format. Q. LD asked what the time and format is for next week's Ofsted training. A. LS advised that the format is 'in person' and the start time is 6.30 pm. RH advised that the Governor Minutes page on the school website needs updating. The Clerk advised that he will send the necessary minutes to JB for website publication. RH also advised that the 'Meet the Governors' page does not currently include JR (Janel Richards). Q. Regarding the awards listed on the School Evaluation Evidence, RH advised that 'Sing Up Gold' is listed for 2016 and 2018; she asked if there are any plans to re-apply for the award or attempt to achieve a new award, as these dates are starting to look old. A. LJ advised that she will have to check whether the Sing Up Gold is an award that is still available; she also advised that the school has recently been awarded the Music Mark Award, by virtue of the school signing up to the Hampshire HIAS. She also advised several further points, as follows: - the Artsmark award is a lot of work for the school and she does not believe that the school derives any real benefit from it - the Sing Up Gold 2016 and 2018 awards, and the Arts Mark award, can easily be removed from the list - work towards the International Intermediate Award was originally put on hold because Covid effectively rendered travel between Uganda and the UK impossible for the MIS contact person at the Ugandan school that MIS is linked with; this work is still on hold CJ advised that she had previously been sending emails to Merton Infant's Ugandan school contact, although as communication is now very quiet she can start to re-establish communication; she had previously sent the Ugandan contact Merton Infant's project work. Q. LS asked if it would be possible for the school to arrange for the packs for Monday's Ofsted training to be printed off in school. A. LJ advised that she will arrange for the packs to be printed off.	Clerk
16.	Date of next FGB meeting - Monday 29th January 2024 at 6.30 pm online via Teams	

The meeting closed at 8.10 pm.

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

Signed _____ Chair Date _____