MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Thursday 13th July 2023

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Carly Jones		
	Jan Beard		
	Louise Silverton	Co-chair	
	Gaye Dove	Co-chair	
	Gary Pierce		
In attendance:	Kelly Leadbetter	Financial Administrator of Merton Pre-School	
	Mark Livesey	Clerk	

The meeting started at 6.30 pm.

		ACTION
1.	**Discuss the possibility of the Pre-School coming under Merton Infant School under an Age Down process** LJ advised that the Infant School, working with the Pre-School, recommends starting a process known as 'Age Down', the reasons for starting this process being summarised below: • the Pre-School have been unable to recruit any parents to serve on the Pre-School committee for many years therefore leaving the leadership and management vulnerable • the Pre-School Manager is leaving 31st August • the Pre-School Manager's deputy has now been appointed as the new Manager although she will commence maternity leave in August with the intention of returning in January 2024 • a Pre-School Deputy has now been appointed and has started transition work with the current Pre-School Manager; she will be the Acting Manager during the Autumn Term while the new Manager is on maternity leave • in previous years there had been discussion at Merton Infant about the GB taking on the Pre-School in the light of continuing problems with committee recruitment; worst case scenario is that the Pre-School would close, which is not beneficial to Merton Infant School as the children from Merton Pre-School would be attending other Pre-Schools and then probably other feeder schools • the projected number of children expected to be coming into Basingstoke schools during 2026 is 13,500, as compared with 16,500 during 2015/16, indicating a significant drop in the birth rate • Merton Infant School is expecting its school budget to be reduced dramatically over the next 5 years as the number of children attending the school is likely to reduce and therefore the school would like the Pre-School to continue to ensure adequate numbers joining in YR • part of the Age Down process is a presentation to the Merton Infant School governors of a financial plan documenting the sustainability of the school taking on the Pre-School; it is important to agree this part of the process this evening so that over the summer the Service for Young Children representative (Linda Clarkson) can start the necessary paperwork for the GB's proposal which then has to go out to a 4-week consultation with parents before being sent to the Director of Children's Services (Stuart Ashley) • in the Autumn the next part of the process can be commenced with a view to the GB having the remit of the Age Down by January or April 2024 which will mean that the school will be admitting children from 2 years old rather than from 4 years old from then on KL shared the Merton Pre-School Statement of Accounts 31st March 2023 document with the GB and advised some information regarding the advantages to Merton Infant School taking over responsibility for the Pre-School, the main points of which are summarised below:	

- the maximum capacity of the Pre-School in any session is 30 children, being children who have accepted their places and are ready to start in September; there are 10 sessions per week, i.e. there is a morning and an afternoon session from Monday to Friday
- for the Spring Term there are 2 children who have accepted their places for January; she has made some assumptions regarding how many children the Pre-School will have in January; normally the Pre-School has reached full capacity by the Spring
- under Income, she has shown the number of children that will be starting in September and in order to depict a worst case scenario she has assumed that most of these children will be funded
- the Pre-School charges 3 different prices, as follows: Funded Children £4.76 per hour, Fee Paying Children Over 3 £5.20, Fee Paying Children Under 3 £5.60
- in January 2023, because the funding was not keeping up with current costs, a £2 Consumables Charge was introduced
- the charges are as follows: up to 10 hours: £2 per week, up to 20 hours: £4 per week, over 20 hours: £6 per week
- the new funding being introduced for 2-year-olds, which it is believed will be introduced from next year, will have an impact
- for the Autumn term, the Pre-School will have approximately £43,756
- for the Spring Term, the Pre-School will have £43,839 and then £50,933 producing an income of just over £138,500 per year
- the total expenditure on salaries, including Employer's NI and pension costs is £98,107
- the Pre-School also receives the Employer's Allowance of £5,000 as the Pre-School is a small company

KL advised that she has produced a Cashflow Forecast and a Simple Forecast.

Cashflow Forecast

Income

- the Cashflow Forecast shows the grant money being received in September, based on actual figures representing children that have already accepted their places; the Forecast shows £40,000 being received in September 2023, with another £40,000 being received in January and £47,000 being received in April 2024
- the Fees figure includes the cost of any consumables
- the Bank Interest charge represents interest on the Pre-School's savings; the Milk Returns are also shown under Income

Expenditure

- under Wages a pay rise has been included
- Rent, Utilities and Insurance are also shown; the insurance consists of Public Liability Insurance, Contents Insurance, and Building Insurance which is paid through Hampshire; the rent is paid to the Infant School
- expenditure under 'Children's Activities' includes expenditure on children's parties
- there is also expenditure on stationery, snacks and materials, and on computer software such as Sage for administering the accounts and payroll, Norton Anti-Virus, Microsoft Office and software for administering the Pre-School website
- the Membership / Subscriptions item covers the PLA and NDNA (which both relate to training), Ofsted, Tapestry which is used for the children's information, PRS which enables music to be played in the setting and ICO which is used for data protection
- there is also expenditure on removing nappies
- there is also expenditure on Training/Recruitment/Uniform/Staff Welfare; regarding expenditure on uniforms there are new staff starting
- there is also expenditure on Professional Services in terms of audit fees for the end of year accounts

General

- based on the figures provided earlier, the Pre-School will have a surplus of approximately £12,500
- she wanted to know where further savings could be made if the Pre-School came under the Infant School, and identified a list of items that would not be needed by the Pre-School if it came under the Infant School, the list being shown below in italic
- *Payroll Software*
- *Sage accounting software*
- *Telephone and Broadband*
- *Norton Anti-Virus Software*

- *Microsoft Office software*
- *Ofsted Subscription*
- she believes that the Pre-School would save £2,500 if it did not have to purchase or subscribe to the software and services just listed
- she then looked to identify any additional costs that the Pre-School would have if it joined with the Infant School and identified 2 additional costs being a) Pension Costs (she understands that the Infant School pays 7% of the staff pension, whereas the Pre-School pays 3% of the staff pension and therefore the Pre-School would need to pay an additional £3,771 in pension), and b) as she assumes that the Infant School would not receive the Employer's NI as the School salaries would be too high, an additional £5,000 would have to be paid by the Pre-School
- if the Rent (currently paid to the school) is deducted from the expenditure (as it will no longer be payable if the Pre-School comes under the school), a sustainable surplus of approximately £7,000 can be achieved
- as long as the Pre-School's waiting list remains healthy, she is confident that the school will be operating at full capacity by January 2024 and that there is no reason why the Pre-School should make a loss
- the Accounts show all the Pre-School's income, totalling £139,000, and all the Pre-School's expenditure, totalling £127,000

Simple Forecast

- the Simple Forecast shows the Income as £139,000, the Expenditure as £127,000, with an Expected Surplus of £12,500
- she believes that there should be no reason why the Pre-School should not make a surplus every year
- at present there are Cash Funds which are expected to be approximately £33,000 at the end of August; the Pre-School had planned to have the garden refurbished at the front. If the Pre-School comes under the Infant School, the Pre-School will not retain the £33,000 and she believes that in view of this the Pre-School should spend it.

KL invited questions on the accounts, forecasts and matters just discussed.
Q. LD asked whether, if the Pre-School came under the Infant School, this would mean that the school would lose money as it would no longer receive the rent which is currently paid by the Pre-School. **A.** KL advised that LD was correct in that, if the Pre-School came under the Infant School, the Infant School would lose the rent although any surplus that the Pre-School makes would be credited to school funds.
Q. LS asked whether, if the Pre-School came under the school, there would be an impact on salaries, as she understands that the pensions will be subject to HCC terms. **A.** PB advised that KL had sent her some information on the salaries and that many of them can be matched to the Hampshire pay scales; she believes that the salaries of the Pre-School staff would follow the TUPE rules, i.e. that the Pre-School staff would transfer across to the school on the same or better terms & conditions.
Q. GP asked if it would be possible for him to see last year's budget figures, and the 2 years' budget figures prior to that, for the Pre-School. The reason for this is that he would like to investigate to see whether the Pre-School is starting to make a loss each year even though it is not currently in deficit overall, or whether the situation is that the school is now receiving an increase in income each year. **A.** KL advised that this year the Pre-School had a small deficit as there were staffing issues as a result of which the Pre-School were unable to admit many children; there was also significant expenditure on equipment. She also advised that during the previous year, there had not been a deficit although the budget had been affected by expenditure of approximately £10,000 on equipment and redecoration of the Pre-School.
KL also advised that if the GB looks at the expected surplus of £12,500 in the Simple Forecast, this includes payment to the school of the rent, utilities and insurance of approximately £18,000, i.e. the expected surplus of £12,500 would go to the school if the Pre-School came under the school.
Q. LD asked what additional activities for the Pre-School, as governors of the school with the Pre-School beneath it, the governors would be expected to undertake, as they already fill several specialist roles as part of their GB responsibilities. **A.** LJ advised that she believes that the governors would only need to keep attending the FGB meetings, as the Resources Committee meetings have now ended, and that the Pre-School Manager and KL could attend the FGB meetings and present relevant information to the GB; in addition, she could include updates on the progress of the Pre-School in her HT reports. In addition, when governors are visiting the school as part of their governor visit responsibilities, they could also visit the Pre-School and report back.
Q. LS advised that she believes that for the change of the Pre-School coming under the school to take effect, she and GD will probably need to send a letter to the relevant person in order to commence the process, and asked if this is correct. **A.** LJ advised that Linda Clarkson will

	undertake the necessary paperwork, on behalf of the GB, for the change to take effect; she also advised that she has another meeting with Linda Clarkson tomorrow and therefore if LS or GD have any further questions that they would like answering they could email her and she will raise them PB suggested that it would be informative if KL could circulate the previous 2 years' finance information for the Pre-School, after the meeting, and then all governors could communicate their support for the change to LJ by close of play tomorrow. LS asked if anyone had any major concerns regarding the change at this point, before the governors start communicating their support. No-one expressed any concerns. ***Agreed that:*** • KL will email the previous 2 years' finance information to PB after the meeting, following which PB will circulate this information to all governors ***ACTION*** • noone had any major concerns regarding the change at this point, however just to be certain all governors will review 3 years' worth of financial information and then communicate their support for the change, or advise accordingly, to LJ via email by close of play tomorrow KL left the meeting at 7.08.	**KL** **ALL**
2.	**Monitor spending against Budget Plan** PB talked the GB through the monitoring of spending against the Budget Plan, the main points of which are summarised below: **O Budget** ***Expenditure*** • there have only been a few changes to the O budget, as described below • there was a change in the Support Staff Employer Contributions for pensions which has reduced from 18.4% to 17.8%; the effect has been to slightly reduce the Staffing Costs • the only change that has been made, that has had the effect of increasing costs, is to hire 2 water heaters for the staff room; if the heaters develop a fault, a firm will come out and repair them, or alternatively replace them if they cannot be repaired; the firm also services the heaters annually as part of the contract; in the past the school has replaced water heaters that were beyond repair, but as they are very expensive (approximately £2,500) to buy, the decision was taken to hire them • the hiring of water heaters has increased the 'Hired and Contracted Services' line (Code 4861) by £800 which covers installation and annual hire ***Income*** • the income has increased slightly on the Infant Universal Free School Meals line, as in the original budget the figure was £50,826 although the actual figure was £52,258 • the figure for Other Miscellaneous Income came in at a greater figure than predicted, as money was received from utilities recharges and pre-school insurance reimbursement. • an item significantly affecting the budget at present is the High Needs Top Up Funding received as a result of applications for EHCPs; when the budget was set, the High Needs Top Up Funding was £47,408, although it has now increased to £57,186; the Inclusion Manager also has another 4 EHCP applications that she is waiting to receive and those 4 applications do not include the children that will be joining the school in YR in September, some of which are known to already have EHCPs • there are some children with EHCPs that will be leaving the school early during this academic year (the funding for which she has not carried forward) • when the budget was originally set, the school had a £67,513 deficit which was cancelled out by the Y budget; if the Inclusion Manager can get the EHCPs through, the state of the budget could improve, providing the school does not get affected by unexpected costs **Y Budget** • there is nothing to report in terms of changes to the Y budget • there is income from the Breakfast and After School clubs and also in the form of rent from the Pre-School **Q.** LS asked if the hire charges for the 2 water heaters will reduce in future years, as in most future years there would presumably be no installation charges. **A.** PB confirmed that from next year the hire charge reduces by £75 per heater, as installation costs will no longer apply, reducing the total hire charge for the heaters by £150 per year.	
3.	**Monitor spending of Devolved Capital allocation** PB advised a couple of points as follows:	

	• some money from Devolved Capital has been used to replace the lighting in the school with LED lights, to save money; the fluorescent lighting has now been replaced and it is hoped that some saving on electricity costs will be seen as a result • there are no significant funds remaining in Devolved Capital	
4.	**Monitoring of Pupil Premium funding** PB advised that it is expected that the school will receive the amount of Pupil Premium budgeted for.	
5.	**Monitor Human Resources data, e.g. sickness statistics** The GB discussed the sickness statistics.	
6.	**Welcome and Apologies for Absence** Apologies: SR.	
7.	**Presentation on SEND** The Inclusion Manager had recorded a presentation on SEND which had been circulated in advance of the meeting.	
8.	**Declaration of Pecuniary Interests or Conflicts of Interest** Declarations: None	
9.	**Minutes of the meeting held on 24th May 2023** Agreed as a true record.	
10.	**Matters Arising** **071222_10 See how the school staff had implemented changes to the Computing Curriculum (LD):** LD advised that she had seen how the changes had been implemented and will write up a visit report accordingly. Completed & closed. **080223_11 Submit a report following being shown around the school on Friday 24th February (SR):** Closed. **140323_11 Book the WGBT for late June and approach HGS for some possible dates and share these with the GB (LS):** LS advised that she understands that HGS are liaising with the trainers with a view to identifying some possible dates; she will continue to press HGS for possible dates. **ACTION C/F.** **140323_12_1 Complete a Governor Visit Report for the governors' visits to the school on 24th May (ALL):** LJ asked all governors to double check that they had sent her a visit report for 24th May and also to send her a visit report if they have not done so. **ACTION C/F.** LJ asked GD to write a Governor Visit Report for her initial visit to the school, when she had looked at the Single Central Register with PB and herself. ***ACTION.*** **140323_15_2 Upload the Governor Action Plan to Governor Hub so that all governors can access it (LS):** it was agreed to restart the Governor Action Plan at the September FGB meeting, in preparation for which she will upload the Plan. **ACTION C/F.** **240423_2 Find out if the smartboards would be replaced in the event of their being damaged, if they were leased (PB):** PB had circulated the costings for leasing and purchasing the smartboards. In the absence of any preferences, for leasing or purchasing, from the governors, she purchased the smartboards as this was the cheaper option in the long run. Completed & closed. **240523_19_1 Produce an agenda for the next Governor Monitoring Day (LJ):** Completed & closed. **240523_19_2 Ensure that GP has sufficient time to ask a number of questions of the teachers that he will be visiting during the next Governor Monitoring Day (LJ):** Completed & closed. **240523_20_1 Make some enquiries with regard to the possibility of WGBT on the topic of 'Ofsted' (LS):** Completed & closed, as there is another action relating to WGBT. **240523_20_2 Inform LS and LJ as to which areas Ofsted showed a deep interest in when they carried out an inspection at one of his workplaces (GP):** GP advised that he has not received the Ofsted Report from his relevant workplace and is not due back at that workplace until October. Closed. **240523_22 Inform LS as to when they need the text for the next Governor Newsletter by (LJ/JB):** LS advised that she did not receive any information regarding a deadline date. GP advised that it may be worth including in the Newsletter the criteria for keeping children in school during any industrial action as some children have been sent home on such days because of uncertainty among the parents. LJ then clarified 2 points, i.e. i) teachers do not need to inform her, until the day of the strike, if they are striking and ii) the school had to look at the changing picture, for example one teacher who was not initially striking changed unions and went on strike for the last 3 strike days. She also advised that the school made the decision to go with the Disadvantaged FSM (Free School Meals) children which number at least 63 across the school, there being only 2 teachers in the school; to ensure that teacher/child ratios were met, this was the decision that had to be made and the school wanted to make the decision consistently across all the strike days. The school was able to provide guidance to the parents, well in advance of the strike days, that there were certain children who were able to come into school. Closed as the Newsletter is an agenda item.	**LS** **ALL** **GD** **LS**

	PB left the meeting at 7.34 pm. **240523_25 Ask Governor Services whether Merton Infant GB has to appoint a Vice Chair, bearing in mind that the GB already has Co-chairs (Clerk):** the Clerk had advised that although the GB has Co-chairs, it is still a statutory requirement for the GB to have a Vice Chair. Completed & closed. **240523_29 Collate the Safeguarding Audit responses and circulate them in advance of the July FGB meeting, for review and approval at the meeting (LJ):** this matter was due to be discussed later under an agenda item. **240523_30_1 Review any policies, including the Pupil Discipline Committee Terms of Reference, that they were unable to review in advance of the 24th May meeting and if they have any queries/concerns/comments regarding the documents, email them to LJ (ALL):** this matter was due to be discussed later under an agenda item. **240523_30_2 Email a communication regarding the policies and/or PDC Terms of Reference to LJ by Monday 5th June, either raising queries/concerns/comments or confirming that they are happy with all 6 documents (ALL):** this matter was due to be discussed later under an agenda item.	
11.	**Set End Date for the term of office of the Vice Chair (e.g. 31st July 2024 as for the Co-chairs)** Agreed: • to set the End Date for the term of office for the Vice Chair to 31st July 2024	
12.	**Appoint Mrs Rachel Hill as a Co-opted Governor for a period of 4 years** Agreed.	
13.	**Appoint Mrs Janel Richards as a Parent Governor for a period of 4 years** Agreed.	
14.	**Elect Vice Chair** Agreed to: • carry this item forward to the Autumn 1 FGB meeting	
15.	**Allocate governors to Safeguarding Governor and Forum Representative roles, and review remaining specialist & link governor roles** **(i) Consider the allocation of governors to Safeguarding Governor and Forum Representative roles** **(ii) Review the remaining specialist & link governor roles, currently filled as follows: Attendance (LS), Safer Recruitment (LS), Inclusion (LD), Health & Safety (JB), Curriculum (LD), TLG / DTG (LS), Nominated Governor to liaise with the LADO (GP), Mental Health (GP), Achievement Outcomes (each governor on a rota basis)** Agreed to: • carry this item forward to the Autumn 1 FGB meeting	
16.	**Review the membership of the Pay Committee and agree the membership of the HT Performance Management Panel** Agreed to: • carry this item forward to the Autumn 1 FGB meeting	
17.	**Discuss the possibility of reconstituting the Governing Body** LS advised that a reconstitution of the GB was carried out recently, although the number of school-based governors is now too high as a proportion of the total number of governor posts. A relatively easy, although not quick, solution is for the GB to reconstitute again with a constitution of 12 governors, rather than 11 at present, which would result in the number of school-based governors (4) being one third of the total number of governor posts, which is permissible; at present, more than one third of the total number of governor posts are school-based governors. It was then agreed to reconstitute the GB as just described, with the addition of one Co-opted Governor post to increase the constitution to 12 from its present size of 11 governors. This will mean that the GB will consist of the following governor posts: one Headteacher, one Staff Governor, one LA Governor, 3 Parent Governors and 6 Co-opted Governors. It was also agreed that the GB would like the new Instrument of Government to come into effect as soon as the local authority can arrange for this to happen.* *Please see post meeting note at the end of these minutes. LS advised that the new constitution allows all existing governors, with the possible exception of one governor, to remain as members of the GB and the additional Co-opted Governor post allows the GB to have a broad approach to the recruitment of new GB members. The Clerk advised that as it will take some time for the new Instrument of Government to be produced, there is a possibility that one of the school-based governors may not be able to continue as a governor until the new constitution takes effect, from which point the governor concerned	

	would be able to re-apply to be a governor and could then be reappointed at the next FGB meeting following the date that the new constitution takes effect.	
18.	**Discuss GB Membership, including whether the GB wishes to communicate a preference for an existing governor to be nominated by the Local Councillor for the LA Governor vacancy** *Agreed that:* The GB is interested in finding someone interested in becoming an LA Governor; if the GB identifies a governor or governor applicant that they would like to be nominated, the GB will make the decision at an FGB meeting that they would like that person to be nominated, following which the Clerk will email the local Councillor, requesting a nomination for the LA Governor post and informing the local Councillor that the GB would like the relevant person to be nominated. Following receipt of a nomination from the local Councillor, the Clerk will ensure that appointment of the relevant person as an LA Governor is included in the agenda for the next FGB meeting. LS advised that she will contact certain people with a view to identifying someone who is interested in becoming an LA Governor. ***ACTION.*** A governor suggested that, as the GB has difficulty in recruiting Parent Governors to its membership, it may be worth producing a small poster / flyer, to distribute to the new YR parents at their 'Meet the Teacher' appointments LS agreed that the poster / flyer could be the same as the one on the website which is also the same one in the Newsletter that she is currently drafting. Another governor suggested that they could also be distributed at the Pre-School; this was generally thought to be a good idea.	**LS**
19.	**Update Governor Newsletter** LS advised that she has included the following items in the new issue of the Newsletter which she is currently drafting: • an introduction to GD (already provided) • a mention of the changes regarding the role of Co-chairs • the Governor Advert • a description of the school trip to Parliament • the EAL Gold Award for the school	
20.	**Receive Headteacher Written Report** The HT written report had been circulated in advance of the meeting. LJ shared a number of additional items with the GB as summarised below: • she has shared the Outcomes, which the school is very pleased with, with the GB • the school's Disadvantaged group children have done very well in all year groups, the school being very proud of this achievement • YR achieved 60% GLD, this outcome having been expected; it is down 5% from last year and it will be down on the national figure, however it should be borne in mind that 25% of this cohort are taking part in Speech and Language programmes, 37% are Pupil Premium children and 30% are EAL; the school has had to implement 18 programmes of Speech and Language across this cohort; 35 out of the 60 children are summer-born and 37 out of the 60 are boys; these figures provide a context of why the achievement is on the low side, although the children's progress from their starting point is very good • in Y1 there are 6 children with EHCPs with 2 of those children having been on reduced hours provision; fortunately, they have now secured specialist places for Y2; one of the children on reduced hours provision was on a continuous 1:2:1 • in Y2, the churn factor of the school's joiners and leavers was 32 children, the joiners often being EAL and SEND • the school is line, in terms of being within 2% or 3%, with the national picture; this cannot be confirmed yet as there are data checking exercises which start from tomorrow, although the data will be available for sharing at the Autumn 1 FGB meeting • there will be an additional LLP Visit about provision for disadvantaged children, booked for 10th November 2023 • the attendance figure is 94% which is equal to the new national figure, the school being very pleased with this achievement; the current persistent absence (PA) percentage up until 1st June was 19.3%, with Merton Infant's school PA percentage for KS1 children being 14.5%, this being a very good achievement and lower than the national PA figure • there is a new KCSiE (Keeping Children Safe in Education) document due to be published in September; HGS have already updated the model policies for Child Protection and Safeguarding which are currently in draft and will hopefully be available for adoption in	

	September • there is consultation out about an updated version of the 'Working Together to Safeguard Children' document which was last issued in 2018; there will be proposed changes to the document, which will be in line with the KCSiE document • tomorrow the school is interviewing an internal candidate for Deputy Headship; hopefully there will be an outcome by close of play tomorrow	
21.	**Discuss Governor Training, including WGBT** GD advised that she had undertaken Chair training and that there are plenty of dates for training on the HGS website, including webinars for the New Governor Induction training.	
22.	**Agree the date for the HT PM Panel meeting** Agreed to: • carry this item forward to the Autumn 1 FGB meeting	
23.	**Review Terms of Reference** Agreed to: • approve	
24.	**Review Annual Task Planner** Agreed to: • approve	
25.	**Review Clerking Service** Agreed to: • continue	
26.	**Discuss reports from/review Governor Visits** There were no Governor Visit Reports to discuss.	
27.	**Monitor any parental complaints** Although the school and GB had not received any parental complaints, the school has been working with Maria Miller MP around a complaint that she has received.	
28.	**Safeguarding, including approval of annual Safeguarding Report to LA** LJ advised that she had completed and circulated the Safeguarding Audit Tool and that if the GB is happy to approve the Audit Tool, including the responses provided, she will complete and submit the online form by 30th September. Agreed to: • approve the completed Safeguarding Audit Tool ready for online submission.	
29.	**Review annual Collaboration Agreement** LJ advised some information, as summarised below: • she had sent an email to St. Annes School, the school that Merton Infant has a collaboration agreement with, asking them if they wish to continue with the agreement; although she has not yet received a reply, she believes that it is unlikely that St. Annes will not want to continue with the agreement • she has spoken to the former Deputy Head of Merton Infant, who is now the Headteacher of another school, about the possibility of a collaboration agreement with her school as this would widen the pool of governors who could be called on to sit on hearing committees if necessary; the former Deputy Head will need to discuss this matter with the GB of her current school	
30.	**Draft School Improvement Plan (SIP)** LJ advised some information, summarised as follows: • she is drafting the new SIP, the headlines of which will be 'To continue to improve Writing standards', 'Continue with curriculum strengthening and assessment' and 'Parental Engagement', the latter to have the strongest focus • she will simplify the Plan so that people can focus on the important parts that may be changing each year **Q.** LS asked whether, if the Age Down process is followed, the SIP would need to be amended to reflect this. **A.** LJ confirmed that the SIP would need amending in this situation. Agreed to: • Carry forward this item until the Autumn 1 FGB meeting ***ACTION.***	**Clerk**
31.	**Confirm meeting dates / times for the next academic year, including the dates of Governor Monitoring Days** Agreed that: • meetings will continue to be held on Wednesday evenings at 6.30 pm • the first meeting of the new academic year will be in person • for the remaining meetings of the next academic year, the format will be decided at the	

	Autumn 1 meeting, i.e. whether a) to have the remaining meetings in person or b) whether to adopt a hybrid approach or c) whether to hold the meetings remotely • the dates of the Governor Monitoring Days will be based on the Monitoring Day dates for the current academic year • the Clerk will circulate a list of meeting dates for academic year 2023/24, based on the dates for this academic year ***ACTION*** • if the school or any governors have any planned events during the next academic year that they would like governor attendance at, the person concerned should inform the Clerk and the GB of the name of the event and start time, ideally at or before the Autumn 1 FGB meeting, or as early in the school year as possible, so that the governors have as much advance notice of the event as possible; the Clerk will include an item for notification of any such events in the agenda for the Autumn 1 FGB meeting ***ACTION*** A governor suggested that it may be beneficial to have some governor presence at parents' evenings, and also at the first year group meeting of the year. This was generally thought to be a good suggestion.	**Clerk** **Clerk**
32.	**Review Governor Action Plan** This had already been discussed earlier under agenda item 10 (Matters Arising)	
33.	**Discuss the possibility of storing completed Register of Interests (inc. Pecuniary Interests) forms electronically in GovernorHub, rather than in printed form in the school** The Clerk advised that he had included this item in the agenda as the completed Register of Interests (inc. Pecuniary Interests) forms are quicker to file electronically in GovernorHub as compared with filing printed forms in school; in addition, filing the forms electronically will not take up any space in the school. Agreed.	
34.	**Adopt Manual of Personnel Practice, and Scheme for Financing Schools** Agreed.	
35.	**Confirm approval of the following policies which were reviewed either in advance of or since the last meeting: Exclusion of Pupils (adopt MOPP), Behaviour Management, Anti-Bullying, Physical Intervention, Pupil Discipline Committee Terms of Reference** Approval confirmed.	
36.	**Review the following policies as per the Policy Review Schedule: Governor Code of Conduct, Equalities and Inclusion, Attendance, Admissions, Freedom of Information Publication Scheme, Governors' Allowances/Expenses, Charging, Governor Visits** Agreed to: • approve	
37.	**Correspondence** None.	
38.	**Any Other Business** **Q.** GD asked if there was an opportunity for the GB to meet socially. **A**. LJ advised that she thought that this was a nice idea and that possibly it could be tied in with the Governor Monitoring Days. Another governor advised that before the first FGB meeting of the year, the GB used to have tea with the staff. LJ advised that this was a 'non-business' event that could be restarted. LD reminded everyone that the Fete will be held on Saturday, starting at 11.00 am, regardless of the weather. A governor advised that she has an issue with entering the school. LS advised that the Fete will be held outside and is open to all parents and anyone in the community.	
39.	**Date of next FGB meeting:** Date TBC, in person, starting at 6.30 pm	

The meeting closed at 8.31 pm.

Post Meeting Note 25th September 2023

With regard to agenda item 17, it has been agreed that the effective date of the new constitution will be 27th September 2023.

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

Signed___________________________Chair Date__________________