

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Wednesday 24th May 2023

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Jan Beard		
	Louise Silverton	Chair	
	Gary Pierce		
	Samantha Reeves		
	Jacky Tustain		
In attendance:	Paula Bennett	School Business Manager	
	Gaye Dove	Applicant for Co-opted Governor post	
	Mark Livesey	Clerk	

The meeting started at 6.30 pm.

		ACTION
1.	Consider draft budget plans for the current (2023/24) Financial Year PB talked the GB through the draft budget plans for 2023/24, the main points of which are summarised below: - the O budget has been adversely affected by falling pupil numbers and no longer contains surplus funds carried forward from previous years - the Y budget surplus cancels out the O budget deficit and therefore she will not be setting a deficit budget with Hampshire this year	
2.	Approve draft O budget (input on SAP by May) PB talked the GB through the draft O budget, the main points of which are summarised below: Expenditure - expenditure on staffing is a high percentage of the budget - regarding expenditure on training courses, the school has had to send staff on 'Team Teach' training because of the needs of some of the pupils; this expenditure is shown on the 'Other Training Courses' line (code 3103) - expenditure on Gas, Electricity, Water, Sewage and Uniform Business Rates is not controlled by the school and she enters the figures as advised by Hampshire; her querying the low gas consumption figures last year has not resulted in very high charges, with Hampshire having negotiated lower charges for the school - expenditure on Fire Equipment, Fixtures and Fittings, and Cleaning Materials, is based on last year's spend together with a little uplift - regarding the 'Purchase of IT Equipment' line, the school needs to replace the smartboards in the classrooms; she has received quotes in the region of £10,000 to replace the smartboards in 7 classrooms, and there is also the possibility of leasing the smartboards over 3 years at a quoted cost of £3,810 per year or over 5 years at a quoted cost of £2,604 per year - the Software line is set up for expenditure on software renewal such as CPOMS, the school website, the software packages that the school uses and the texting service - the Catering Provisions line relates to free milk which the school pays for out of the PP (Pupil Premium) funding Income - the school still receives Catch Up Funding and Universal Free School Meals Funding; this funding is of importance to the school budget as the grant received from the government is insufficient to cover the cost of the food produced - the Additional Grant for Schools line is for the PE funding - the High Needs Top Up Funding line is for the EHCP funding which will increase as there	

	are children joining the school in YR who already have EHCPs - the Additional Allocation line is the Maintained School Grant which has been given to schools to help cover some of the increased costs; this figure will be incorporated into the Main Budget Share next year - the 'O budget In Year Deficit' figure is (£64,046 deficit) this year, with the 'Cumulative Surplus/(Deficit)' figure at (£67,513 deficit) although the overall budget is not in deficit this year Q. GP asked whether, if the smartboards were leased and one or more of them got broken, whether they would be replaced at no additional cost. A. PB advised that if the smartboards were leased she is not sure if they would be replaced in the event of breakage, although she will check on this; she also believes that as the smartboards come with a 3 year warranty if they are purchased, then they would be replaced at no additional cost in the event of breakage. ACTION LD and JB left the meeting at 7.05 pm. Q. GP asked when the GB needs to start considering a contingency plan. A. LJ advised that there might be a possibility of a re-structure in the future if this would be necessary. LD and JB rejoined the meeting at 7.08 pm. SR joined the meeting at 7.10 pm. The O Budget figures were as follows: Total Expenditure: £1,383,796 (One Million, Three Hundred and Eighty Three Thousand, Seven Hundred and Ninety Six Pounds) Total Income: £1,319,750 (One Million, Three Hundred and Nineteen Thousand, Seven Hundred and Fifty Pounds) In Year Surplus/(Deficit): (£64,046 deficit) (Sixty Four Thousand and Forty Six Pounds deficit) Surplus/(Deficit) Brought Forward: (£3,467 deficit) (Three Thousand, Four Hundred and Sixty Seven Pounds deficit) Cumulative Surplus/(Deficit) C/Fwd: (£67,513 deficit) (Sixty Seven Thousand, Five Hundred and Thirteen Pounds deficit) <i>Agreed to:</i> - approve the O Budget	PB
3.	Approve Y budget PB talked the GB through the Y budget, the main points of which are summarised below: - the Y budget is the budget used for the Breakfast and After School clubs, and the Preschool rental - there are very few movements in and out of the Y budget which contains the staff salaries and the predicted income from the 2 clubs; it also contains a small amount of expenditure on education supplies which are resources used for the After School Club - the Y budget has been used to fund one of the PPA cover activities - this budget is healthier than the O budget and is expected to close at around £69,000 in credit The Y budget figures were as follows: Total Expenditure: £37,735 (Thirty Seven Thousand, Seven Hundred and Thirty Five Pounds) Total Income: £51,413 (Fifty One Thousand, Four Hundred and Thirteen Pounds) In Year Surplus/(Deficit): £13,678 (Thirteen Thousand, Six Hundred and Seventy Eight Pounds) Surplus/(Deficit) Brought Forward: £55,406 (Fifty Five Thousand, Four Hundred and Six Pounds) Cumulative Surplus/(Deficit) C/Fwd: £69,084 (Sixty Nine Thousand and Eighty Four Pounds) <i>Agreed to:</i> - approve the Y Budget	
4.	Monitor spending and consider forthcoming plans for Devolved Capital allocation PB talked the GB through spending of capital funding and the forthcoming plans for Devolved Capital, the main points of which are summarised below: - the school has some capital funding that it has accrued over previous years, this funding having been used to replace the YR flooring - the intention is to replace the Y1 and Y2 classroom flooring during the May Half Term	

	break, with the cost coming from the capital funding carried over; in addition, the school will receive a capital allocation during the current financial year - she has received a quote, for just over £11,000, to replace all the fluorescent strip lights in the school with LED strip lights, the school having been advised to make this change - once the school has received this year's capital allocation, it will have sufficient funds to replace the Y1 & Y2 classroom flooring and also the fluorescent strip lights, although once these works have been paid for there will be no capital funding remaining LJ, on behalf of the GB, thanked PB for all her hard work on the budget. PB left the meeting at 7.20 pm.	
5.	Welcome and Apologies for Absence LS welcomed GD, a governor applicant, to the meeting; the GB then introduced themselves in turn to GD. GD introduced herself to the GB. Apologies: CJ.	
6.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: JT advised that she is a governor of Marnel Infant School.	
7.	Set End Date for the term of office of the Chair of Governors, e.g. 31st July 2024 <i>Agreed:</i> to set the End Date for the term of office of Chair of Governors to 31st July 2024	
8.	Elect Chair LS and GD were elected as Co-chairs.	
9.	Minutes of the meeting held on 14th March 2023 <i>Agreed as a true record.</i>	
10.	Matters Arising 071222_10 See how the school staff had implemented changes to the Computing Curriculum (LD): LD advised that she has now arranged with the staff that they will contact her when the children are operating their computers so that she can visit the school and carry out her monitoring. ACTION C/F. 080223_11 Submit a report following being shown around the school on Friday 24th February (SR): SR advised that she will send in her report tomorrow. ACTION C/F. 140323_9 Send the minutes and agenda of the 8th February 2023 FGB meeting, and of the 14th March 2023 FGB meeting, to HGS so that HGS can produce the new Instrument of Government (Clerk): the Clerk had submitted the agendas and minutes to HGS. Completed & 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 had been unable to liaise with HGS regarding possible dates for the WGBT and will do so as soon as possible. ACTION C/F. 140323_12_1 Complete a Governor Visit Report for today's visit to the school (ALL): JT advised that she will complete her report and submit it as soon as possible. ACTION C/F. 140323_12_2 Complete a Governor Visit Report for his visit to the school in January 2023 (GP): GP advised that he had submitted a joint report for the Governor Monitoring Days in January and March. Completed & closed. 140323_15_1 Remove the Governor Action Plan from the 'Teams' site so that LS can upload it to GovernorHub (GP): GP had removed the Plan from the 'Teams' site. Completed & closed. 140323_15_2 Upload the Governor Action Plan to GovernorHub so that all governors can access it (LS): LS will upload the Plan to GovernorHub as soon as she receives it from GP who was just about to send it to her. ACTION C/F.	LD SR LS ALL LS
11.	Approve the Minutes of the 1st March 2023 Resources Committee meeting <i>Approved.</i>	
12.	Set End Dates for the terms of office of the Resources Chair and Vice Chair, e.g. 31st May 2024 <i>Agreed that:</i> the End Dates for the terms of office of the Resources Chair and Vice Chair will be set to 31st July 2024	
13.	Elect Resources Chair and Vice Chair LS was re-elected as Resources Chair; JT was elected as Resources Vice Chair.	
14.	Report from Resources Committee – any questions for Resources Chair LS invited questions on either the 'Notes of the Informal Get Together on 3rd May 2023' to discuss Resources' or on any other Resources Committee matters. No questions.	
15.	Approve Resources Committee Terms of Reference (which were informally checked at the 'Informal Get Together to discuss Resources' on 3rd May, as a result of which 3 necessary changes to the Terms were identified)	

	LJ advised that she had made the necessary amendments, identified at the Informal Get Together, to the Terms. <i>Agreed:</i> to approve the Resources Committee Terms of Reference	
16.	Receive Headteacher Verbal Report LJ talked the GB through her HT Report, the main points of which are summarised below: - the Inclusion Manager achieved the EAL Excellence Gold Award for the 2nd year running - the new YR flooring has been fitted; the new Y1 & Y2 flooring will be fitted over the Half Term holiday - the replacement classroom chairs are due to be delivered in June - the Y2 SATs have been completed; the analysis will be completed on the INSET which is scheduled to be held following the Half Term break - the school has been informed that it will be moderated on the morning of 7th June, for its KS1 standards, by the LA - Whole School Attendance is currently 93%; the school's weakest group is SEND, with her and Juliet Stroud following up cases of unsatisfactory attendance with the parents - all performance management meetings have been completed for this term - curriculum managers have all had non-contact time and there is consistency of good quality teaching across the school, with pockets of Outstanding in specific classrooms - ECTs are being given their ECT time and are meeting with their mentors regularly in order to develop their professional knowledge and pedagogy	
17.	Re-appoint Mrs Lee-ann Dirienzo and Mrs Jan Beard as Co-opted Governors, their new terms of office to continue for a period of 4 years following expiry of their current terms on 13th July 2023 Re-appointed as described.	
18.	Appoint Gaye Dove as a Co-opted Governor, her term of office to run for a period of 4 years from the current date Appointed as described.	
19.	Governor Monitoring Day LS advised that the next Monitoring Day is scheduled for 28th June. LJ advised that she would take into consideration the issue of governors not having opportunities to interact with the children, when producing the agenda. <i>Agreed that:</i> - LJ will produce an agenda for the Monitoring Day ACTION - LJ will look at the agenda for the Monitoring Day and make time for GP to ask a number of questions of the teachers that he will be visiting, should GP be in a position to confirm, at relatively short notice, that he will be able to attend the Monitoring Day ACTION	LJ LJ
20.	Discuss Governor Training, including WGBT if necessary LS advised several points as follows: - as discussed earlier in the meeting, she has been unable to book the WGBT (Whole Governing Body Training) - she will book the WGBT as soon as possible, on the topic of 'Monitoring Behaviour' - it would be beneficial for governors to think of other WGBT topics that they might be interested in, as the GB will need to decide on another topic for next year's WGBT - all WGBT available can be found in GovernorHub <i>Agreed that:</i> - a WGBT topic that would probably be beneficial for the GB to undertake training in would be 'Ofsted', if Ofsted have not visited the school by the time that the GB is making its final decision - LS will make some enquiries with regard to the possibility of WGBT on the topic of 'Ofsted' LS asked if any governors have undertaken any relevant training individually that they would like to share with the GB; there was none. GP advised that although he had not undertaken any individual training that he wanted to share, one of his places of work has just had an Ofsted inspection, the results of which he is currently awaiting; once he has developed an understanding of the areas that Ofsted expressed a deep interest in, he will let LS and LJ know what those areas were. ACTION	LS GP

21.	Discuss reports from / review Governor Visits <i>Agreed that:</i> this item will be carried forward to the next meeting to allow time for the Governor Visit Reports to be circulated	
22.	Update Governor Newsletter The following items were suggested for inclusion in the Newsletter: - EAL Gold Award - Italian Day - anything reported by a parent that they had seen or witnessed on a theme day - introduction of GD as a new Governor and Co-chair, highlighting the fact that the work of governors can be shared <i>Agreed that:</i> - future copies of the Newsletter, or alternatively dates of key events, will be circulated to the governors - the points raised by parents with GP and LD at the last Monitoring Day should be forwarded to LS for a response - any further suggestions for inclusion in the Newsletter should be sent to LS - LJ and JB will let LS know when they need the text for the next Governor Newsletter by ACTION	LJ/JB
23.	Monitor any parental complaints None.	
24.	Review and update Governor Action Plan (as a standing action, governors are asked to update their actions in the Governor Action Tracker Spreadsheet prior to the meeting) LS advised that GP will be sending her the Governor Action Tracker Spreadsheet which will be placed in GovernorHub and reviewed in more detail at the next FGB meeting.	
25.	Discuss GB Membership LS advised the following points: - she believes that it is worth asking, via the Facebook page, whether there is anyone interested in volunteering to be a governor - she believes that the GB should be aiming to interest parents in the possibility of volunteering for a governor role as soon as possible, perhaps when parents come into school for their initial induction - anyone that has any ideas, relating to parents volunteering for governor roles, should contact her <i>Agreed that:</i> - the Clerk will ask Governor Services whether the GB has to appoint a Vice Chair, bearing in mind that the GB already has Co-chairs ACTION	Clerk
26.	Safeguarding, including discussion regarding the number of child on child incidents in order to look at trends LJ advised a number of points, as summarised below: - currently, there are 3 TAF (Team Around the Family) children, there being one TAF child in each year group - there are 2 children on a Child in Need plan, one in Y1 and one in Y2 - there are 3 children on a Child Protection plan, these children being in YR - the school could potentially have a Child Looked After within the next 2 days - regarding child on child incidents, there have been 2 incidents this week in relation to a game; the parents were contacted and informed as to what happened; there was nothing significant in terms of child on child abuse LJ invited questions on the information she had just provided; there were no questions.	
27.	Discuss the possible appointment of governors to the following governor roles – Safeguarding Governor (formerly EM), and SMSC Governor (formerly SP) LJ advised a few points as follows: - LD, as the Inclusion, EAL and Curriculum Governor, effectively covers the SMSC area already - when the governors come into school for the Governor Monitoring Days, on which the governors write reports, it is important that the SMSC aspects are reported on - she believes that it is better if the Inclusion, EAL & Curriculum governor covers the SMSC aspects, rather than appointing a governor to specifically undertake the role of SMSC Governor	

	- the role of the Safeguarding Governor involves checking the Single Central Register to ensure that it is up to date; the Register should document that all staff have undergone the necessary recruitment and pre-employment checks via the School Business Manager and the Headteacher - the Safeguarding Governor should also ensure that all the Health & Safety, Safeguarding and Child Protection policies are up to date - the Safeguarding Governor should also have a review, with the Headteacher and the DSL (Designated Safeguarding Lead), of the information input into CPOMS - the Safeguarding Governor should also ensure that there are at least 2 governors who have undertaken Safer Recruitment training, as a Safer Recruitment trained governor needs to be present at interviews <i>Agreed that:</i> - JT will be the Safeguarding Governor	
28.	Premises Update The premises updates had been included in the Headteacher Verbal Report under item 16.	
29.	Discuss arrangements for completion of the Annual Safeguarding Report (to the LA) which is due to be approved at the July FGB meeting <i>Agreed that:</i> LJ will collate the Safeguarding Audit responses and circulate them in advance of the July FGB meeting, for review and approval at the meeting. ACTION	LJ
30.	Review policies – Equalities, Exclusion of Pupils (adopt MOPP), Behaviour Management, Anti-Bullying, Physical Intervention, Pupil Discipline Committee Terms of Reference <i>Agreed that:</i> - all governors will review any policies, including the Pupil Discipline Committee Terms of Reference, that they were unable to review in advance of the meeting and if they have any queries/concerns/comments to email them to LJ ACTION - all governors should email a communication regarding these documents to LJ by Monday 5th June, either raising queries/concerns/comments or confirming that they are happy with all 6 documents ACTION	ALL ALL
31.	Correspondence None.	
32.	Any Other Business Q. A governor advised that she knows the artistic director of a local dance company who would like to connect with local schools in Basingstoke, and asked if one of the governors would like to speak to her. A. LJ advised that JT would be welcome to send the artistic director's contact details and any other relevant information to her for her consideration. A governor advised that he understands that there is a service child attending the school and that the school might want to consider whether it would like to encourage the child to lay a wreath, at Remembrance in November, on behalf of the school if this was possible. LJ advised that the school normally receives an invitation from the Mayor of Basingstoke to attend Remembrance, and possibly the invitations may be sent to schools on a rota basis. LD advised several points regarding the Summer Fair, as follows: - the Summer Fair is scheduled for 15th July in case any governors wanted to inform local companies about the Fair, as a few of the companies might be interested in making a donation - if some governors attended the Fair and talked to some of the parents, wearing their governor badges, it might encourage some parents to develop an interest in becoming a governor of the school - any governors interested in providing assistance with the Fair would be most welcome to do so	
33.	Date of next FGB meeting The next FGB meeting is scheduled for Wednesday 12th July 2023 at 6.30 pm via 'Teams'; there is also a Governor Monitoring Day on 28th June.	

The meeting closed at 8.15 pm.

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

Signed _____ Chair Date _____