

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held on Tuesday 14th March 2023 at the school

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Jan Beard		
	Emily Mean	Chair	
	Louise Silverton	Vice Chair	
	Gary Pierce		
	Jacky Tustain		
	Samantha Reeves		
In attendance:	Carly Jones	Teacher	
	Mrs Epstein	Teacher	
	Mark Livesey	Clerk	

The meeting started at 9.15 am.

		ACTION
1.	Presentation by Curriculum Manager Mrs Epstein gave a presentation on RE. Q. JT asked if any children inform the class teacher that they do not want to attend RE classes. A. Mrs Epstein advised that this does not happen. Q. JT asked if atheism is talked about in RE classes. A. Mrs Epstein advised that atheism is talked about. Q. LS asked, regarding the children whose parents requested that they do not attend RE classes, whether those children study something else instead. A. LJ advised that such children can have the opportunity to look at stories related to their own religion, and the school is attempting to build up a collection of books in the library to support this; she also advised that through assemblies the children gain experience of the various festivals that are held throughout the year. Mrs Epstein left the room at 9.33 am.	
2.	Welcome and Apologies for Absence Apologies: None. Everyone present introduced themselves in turn.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
4.	Minutes of the meeting held on 8th February 2023 Agreed as a true record.	
5.	Matters Arising 071222_10 See how the school staff had implemented changes to the Computing Curriculum (LD): LD advised that she now has the necessary paperwork and will shortly be assessing how the school had implemented the changes. ACTION C/F. 080223_8_1 Update list of GB members to show that there is now a Staff Governor vacancy (Clerk): completed & closed. 080223_8_2 Include agreement of a proposed new constitution in the agenda for the next FGB meeting (Clerk): completed & closed. 080223_8_3 Get in touch with GP, who has not attended the last 2 meetings (EM): completed & closed. 080223_8_4 Advertise the Parent Governor vacancy in the Newsletter as part of the Parent Governor election process (EM): completed & closed. 080223_8_5 Contact HGS regarding SR who has not yet received a 'Welcome' email, including a link for her to book places on training courses, from HGS (EM): completed & closed.	LD

	080223_11 Submit a report following being shown around the school on Friday 24th February (SR): carried forward to allow SR time to submit her report. ACTION C/F. 080223_14 Contact GP and ask him to circulate the Governor Action Plan, with a view to the governors updating the Plan as necessary (EM): completed & closed. 080223_17_1 Discuss the timing of Resources meetings over the year and report back with their recommendations (LJ/EM/LS): Agreed to hold 5 meetings through the year. Completed & closed. 080223_17_2 Amend the Clerking Service Contracted Hours Return and submit it to HGS by the submission deadline (Clerk): completed & closed.	SR
6.	Report from Resources Committee – any questions for Resources Chair Questions for Resources Chair, regarding the minutes of the 1st March 2023 Resources Committee meeting: None.	
7.	Receive Headteacher Written Report LJ invited questions regarding her report; there were no questions. She then provided some additional information as summarised below: • she has been in touch with the Headteacher of the Junior School regarding INSET dates for next year; the focus of each INSET has not yet been determined, although there will probably need to be an INSET on First Aid training, Speech & Language and SEND • the other INSETS are likely to have a focus on a) Pupil Progress and b) another curriculum area that the school has not addressed during this academic year • the LLP Report has been distributed to the middle managers who have discussed the Report with their teams • the Systematic Phonics Scheme used by the school is Rocket Phonics • the attendance data is as follows: Whole School 92.6%, SEN 90.1%, EAL 92.1%, Ethnic Minority 91.6%, CFSM 90.6%, Pupil Premium 90.8%, Service 95.6%; the school currently has 28 different languages being spoken by the EAL group A governor advised that it would be worth noting in the minutes that the LLP Report had acknowledged that there had been an increase in the number of EHCP pupils on the SEND Register which corresponds with the current LA and National picture.	
8.	Discuss Resources Committee membership with a view to appointing one of the governors, that are relatively new to the GB, as a member of the Committee EM advised that as she is stepping down as a governor, another governor is needed to replace her on the committee. SR volunteered to join the Resources Committee and this was agreed.	
9.	Agree the reconstitution of the Governing Body EM advised that the current constitution of Merton Infant School GB is 14 Governors, broken down across the governor categories as follows: 3 Parent Governors 1 LA Governor 1 Headteacher 1 Staff Governor 8 Co-opted Governors The possibility of reconstituting the GB had been discussed at the 8th February FGB meeting, following advice received by EM from HGS. It was then agreed to reconstitute the GB to consist of 11 Governors, broken down across governor categories as follows, with the new Instrument of Government to come into effect on 1st May 2023: 3 Parent Governors 1 LA Governor 1 Headteacher 1 Staff Governor 5 Co-opted Governors The only difference between the currently constituted GB and the newly constituted GB will be the reduction of the 8 Co-opted Governors to 5 Co-opted Governors. Therefore, the reconstitution does not affect any of the current GB membership, as only 4 of the 8 Co-opted Governor roles in the current Constitution are currently filled and none of the currently filled governor roles are being removed. It had been agreed at the 8th February FGB meeting that the Parent Governor election, to fill the	

	current Parent Governor vacancy, will be advertised in the Newsletter; it had also been agreed at that meeting to hold a Staff Governor election with a view to filling the Staff Governor vacancy. If the Parent Governor and Staff Governor vacancies are filled, the only governor vacancy remaining will be the Co-opted Governor vacancy. EM advised that the agreed minutes and agendas of this meeting and the previous FGB meeting will be sent to HGS by the Clerk, so that HGS can draw up the new Instrument of Government. ACTION.	Clerk
10.	Discuss GB Membership LJ advised that she has asked all staff regarding the current Staff Governor vacancy and that as no one other than CJ has come forward to express interest in the vacancy, CJ is elected as the Staff Governor. It was agreed to confirm the election of CJ as the Staff Governor. EM advised that the following governor roles are currently filled: Headteacher: LJ Staff Governor: CJ LA Governor: JT Parent Governors: GP and SR (leaving one Parent Governor vacancy) Co-opted Governors: JB, LD, EM and LS (leaving 4 Co-opted Governor vacancies, until EM steps down as a governor and Chair of Governors at Easter when the number of Co-opted Governor vacancies will rise to 5) <i>Agreed that:</i> the way forward, for sending letters regarding governor vacancies, is to have 2 different letters, one to send to local businesses mentioning HR, Finance and IT skills, and another letter to send to parents that does not mention HR, Finance and IT skills	
11.	Discuss Governor Training, including WGBT if necessary LS advised a number of points as summarised below: - LD had circulated, via email, reports on the training she had undertaken recently - each year the GB collectively decides on a suitable topic for WGBT (Whole Governing Body Training); the question this year is whether the GB wishes to book one of the WGBT courses offered by HGS, as there are a number of new governors, or whether the GB would like to book a WGBT day on a particular topic that would be of value to the GB as a whole There followed a discussion regarding possible WGBT that the GB could undertake. <i>Agreed that:</i> - the GB would like to undertake WGBT on 'Monitoring Behaviour' during the Summer Term, the earlier the better; if any ideas arise out of the WGBT, the GB will have ideas for planning the next academic year - LS will book the WGBT for late June; she will approach HGS for some possible dates and share these with the GB ACTION	LS
12.	Discuss reports from/review Governor Visits SR advised that she had been shown around the school, the experience having been interesting and insightful. LJ advised that she had circulated the Parent Questionnaire results which had been fairly positive. EM advised that as all the governors are in the school at the present, it is important that the governors complete a Governor Visit Report for today's visit. ACTION. GP advised that he will complete a visit report for his visit in January. ACTION.	ALL GP
13.	Complete GB Self Evaluation – how well are we doing? The GB discussed GB Self Evaluation and completed the GB Self Evaluation form.	
14.	Monitor any parental complaints None.	
15.	Review and update Governor Action Plan EM explained that the Governor Action Plan is a document to which governors' actions are added, so that the actions can be updated by the individual governors. A governor advised that she was unable to access the Governor Action Plan from her device; it was then arranged that GP will remove the Plan from the 'Teams' site and email it to LS who will upload the Plan to GovernorHub so that all governors can access it. ACTION. ACTION.	GP

		LS
16.	Safeguarding EM advised a few points, as follows: - the responses to the Staff Survey questions are usually positive, i.e. either 'Strongly Agree' or 'Agree' - last year the Survey questions were modified with a view to ensuring a consistent level of understanding as in previous years there had been comments such as 'Unsure' or 'Not sure' - the main theme that was identified was in relation to the comment 'Children are safe'; there was one 'Unsure' response, with everyone else responding 'Agree' or 'Strongly agree'; of the 7 free text comments, 5 were related to that question - staff expressed their feeling that while children are safe from dangers when within the school facilities and under adult supervision, they are not safe from other children Q. GP asked if the school tracks child on child incidents. A. LJ advised that this does happen, i.e. the school tracks behaviour, communication and consequence and this information is uploaded to CPOMS. Q. GP asked if the number of incidences of child on child incidents should be discussed at FGB meetings to determine whether the number of incidents is increasing. A. EM advised that this could be done as a response to the current situation. LD advised that, from carrying out the survey with the SEN and EAL children, she had noticed that probably more than 60% of children do not know what their last names are; this was a concern for her in case the children become lost outside the school and the police ask a child what their surname is. <i>Agreed that:</i> - at the next few FGB meetings, the GB will discuss the number of child on child incidents in order to look at trends	
17.	Update on the Internal Audit findings for schools - regarding audits conducted during financial year 2021/22 by Southern Internal Audit Partnership (SIAP) LJ advised a number of points as follows: - she and the SBM (School Business Manager) have gone through the audit findings - one important item was Recruitment; the school follows all recommendations that have been found to work well in the school - she and the SBM will be double-checking the fixed term contract - the school does not have a minibus - other items such as recording pecuniary interests and publishing governor information on the school website are being done	
18.	Review and approve SFVS Questionnaire responses in preparation for submission of the completed responses by Friday 31st March 2023 EM advised that the completed SFVS Questionnaire had been circulated and invited questions regarding the completed Questionnaire. There were no questions. <i>Agreed to:</i> approve the SFVS Questionnaire which needs to be submitted by 31st March	
19.	Review Policies as per Policy Review Schedule (Curriculum, Assessment, Marking, EYFS, Relationships, SEN Information Report) EM invited questions or comments on the 6 policies listed under this item; there were no questions or comments. <i>Agreed to:</i> approve the 6 policies as listed	
20.	Correspondence LJ advised a couple of points as follows: the only point that arose from the Health & Safety Audit on Friday was violence and aggression guidance	

	although the school completes physical intervention reports or forms, or violent incident reports, when such incidents occur in school, there was a new document (dated September 2018) which had not come up on a previous H&S audit which she and the SBM have been reading	
21.	Any Other Business LJ advised the following information: - in the light of the change to 5 FGB meetings per year, from 6 per year, she had confirmed with the Clerk that the budget needs to be reviewed 6 times per year - as she has been amending the FGB and Resources Committee Annual Task Planners to allow for the new arrangement of 5 FGB meetings and 5 Resources Committee meetings per year, she believes that it would be beneficial to hold a Resources Committee meeting in early February and have the following FGB during late March; the budget can be circulated via email which will include key budget points written by the SBM and the budget will be seen by the governors 6 times per year EM advised some information as follows: - HGS and JT have recommended moving across to GovernorHub for the purpose of making documents for the FGB and Resources Committee meetings available to the governors in advance of the meetings - the plan is therefore for the Clerk to upload documents for each meeting to the relevant meeting folder in GovernorHub, instead of circulating meeting documents via email, starting from September 2023	
22.	Date of next FGB meeting Scheduled for Wednesday 24th May 2023 at 6.30 pm online.	

The meeting closed at 10.58 am.

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

Signed _____ Chair Date _____