

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Wednesday 8th February 2023

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Jan Beard		
	Emily Mean	Chair	
	Louise Silverton	Vice Chair	
	Samantha Reeves		
In attendance:	Carly Jones	Teacher	
	Jen Fellhauer	Teacher	
	Mark Livesey	Clerk	

The meeting started at 6.30 pm.

		ACTION
1.	Presentation by Maths Curriculum Manager Jen Fellhauer gave a presentation on Maths. Q. LJ advised that it was good to hear that about 44% of parents or children have been logging in to the Maths shed and asked if this was better than the percentage for Athletics. A. Jen advised that 44% is close to the percentage for Athletics, for which the percentage last year was approx. 50%. Q. LJ asked Jen if she had a percentage breakdown for each year group and class. A. Jen advised that she does not have such a breakdown ready to hand, although she can produce one. LJ advised that the fact that the Disadvantaged and FSM children are not attaining to the degree that the other children are is also demonstrated by their attendance data. Q. LJ asked CJ, who had attended 2 Maths meetings within the last 48 hours, if there was anything she wanted to add. A. CJ advised that at her meetings they had been mainly talking about moderation and she and the Maths team had been working very hard in Y2; they are not following the White Rose approach, rather they are adopting more of a hybrid approach to ensure that they are covering everything. She also advised that the key message coming out of moderation and standardisation courses is that it is not an excuse if you haven't covered a topic; she is really pleased with the Maths results as a cohort and she and the Maths team are now working more on reasoning. Q. EM asked what the school is doing to close the gap between the groups of children that are not quite where they should be and the other children. A. Jen advised that the school hopes to implement interventions to help those children via small group work; the intention is to develop strategies that will help the Disadvantaged and SEN children. Jen Fellhauer left the meeting at 6.45 pm.	
2.	Welcome and Apologies for Absence Apologies: None. Absent: GP & JT. LS had advised that she needs to leave the meeting early.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
4.	Minutes of the meeting held on 7th December 2022 Agreed as a true record.	
5.	Matters Arising 140722_24 Check with St. Anne's that they also would like to renew the Collaboration Agreement (LJ/EM): Completed & closed. 191022_7_1 Email a letter, to local companies informing them that the school has governor vacancies, to LS (LJ): Completed and closed. 191022_7_2 Compile a list of local businesses that could be contacted to inform them about the governor vacancies that exist on the GB (JB): Completed & closed. 191022_10_1 Revive the Governor Recruitment Plan and recirculate it (LS): Completed &	

	closed. 071222_5 Set CJ up in GovernorHub so that CJ can book herself on to a New Governor Induction course (Clerk): LJ explained that Governor Services had advised that CJ could not stand in for the Staff Governor currently on maternity leave, and that the Staff Governor concerned (Rachel Hill) has resigned from the school, and as a governor, to take a career break. She also advised that the school should conduct a Staff Governor election and that the vacancy should therefore be formally advertised to all staff. Closed. 071222_9_1 Deliver the Induction Pack for SR to the school office tomorrow (LD): completed & closed. 071222_9_2 Produce an Induction Pack for JT (LD): completed & closed. 071222_10 See how the school staff had implemented changes to the Computing Curriculum (LD): LD advised that she is waiting for documentation that will allow her to read up on the curriculum changes before she carries out her monitoring of the implementation of the changes. ACTION C/F. 071222_16 Amend 'Keeping Children Safe in Education 2021' to 'Keeping Children Safe in Education 2022' in the Low Level Concern policy (LJ): completed & closed. 071222_18 Forward some Basingstoke Council website links, that provide advice on finding help with the cost of living, to JB for adding to the school website (JT): completed & closed.	LD
6.	Report from Resources Committee – any questions for Resources Chair EM invited questions on the minutes of the 18th January Resources Committee meeting; there were no questions.	
7.	Receive Headteacher Verbal Report LJ shared the attendance data on her screen and talked the GB through her verbal report, the main points of which are summarised below: Attendance - attendance is currently quite poor at 94%; prior to Covid the national expectation was 96%, although since Covid the national expectation shown by Arbor is a little reduced from 96% and she is seeking clarification of the current expected level - all the various groups are showing in the yellow attendance band; the lowest group is SEND at 90%, with the other groups ranging from 90% to 94% - she and Juliet are working with the parents of those children exhibiting poor attendance, although the pupils' attendance has been affected by chicken pox and streptococcus infections - regarding the parents concerned, the school is speaking to them initially and then signposting them to various agencies; Juliet attended an attendance network meeting last week from which the advice was for the school to have parenting contracts where the school devises the contract and the parents have to sign it and abide by it; in the past the school has set up a parenting contract with the parents of a PA (Persistently Absent) child, although the contract had not worked - in total there are 55 PA children (27%) across the school, this being quite concerning; if the children below 5 years of age in YR are not included in this data, there are 31 PA children (21.5%) across the school Staff - Laura Bennett will return from maternity leave during the last school week of July Parent Questionnaires - the parent questionnaires were handed out early this year, this normally occurring in June; a very high percentage of responses were 'Agree', with a very low percentage of 'Disagree'; there were quite a few 'Unsure' responses to similar questions that have been asked in the past; the results are generally very pleasing. LJ will formalise a report over half term. Premises Update - the school has a new grant that can be used to increase energy efficiency; the school can use this for new flooring in the school and has obtained 3 quotes, with the average cost being approx. £5,000 for reflooring 3 classes at one time, and it therefore appears that 2 year groups could be completed; there is one more quote to come in and it is hoped that it may be possible to have at least one class done at the February Half Term and failing that at Easter, during the Summer and during October LLP Report - there was one line in the report that read 'however at times senior leaders do need to make themselves available to support staff who work with these high needs pupils'; her interpretation of this is that she and the Inclusion Manager had not been making themselves available to support these staff, although in fact they had been making themselves available - she has asked the LLP to reword this line - the LLP report had been very complimentary and the LLP had been very pleased; his report	

	had captured the high increase of EHCPs and SEND needs 2 of the actions that the school will be working on during this academic year are i) reviewing the teaching of Phonics, this being in line with the national and county priorities and ii) ensuring that the staff have the knowledge and expertise to teach the high needs SEND children - on one of the data sheets that she supplies the GB with every year, about the school data as compared with its predictions, last year's results and county data, there is an error in the national data for Early Years; in the previous report the national data had been recorded as 72%, while the actual national data was 65% - last year the school attained 61%; the LLP report documents that the school is broadly in line with national expectations Geography Report - CJ advised that the school has a new Geography Lead from HIAS, who has been shown around the school; the HIAS Lead was able to see where the school had spent money on Geography, for example on globes and additional atlases - CJ also advised that during the HIAS Geography Lead's visit they had spent a lot of time looking at planning, which the Geography Lead had been pleased with including the progression in the Geography books Safeguarding - the figures from Arbor for the various Safeguarding categories are shown in the table below School currently holds the following cases: <table><tr><th>Year group</th><th>Early Help Hub (EHH)</th><th>Team Around the Family (TAF)</th><th>Child in Need Plan (CIN)</th><th>Child Protection Plan (CP)</th></tr><tr><td>R - 60</td><td>0</td><td>1</td><td>2</td><td>2</td></tr><tr><td>1 - 60</td><td>0</td><td>1</td><td>0</td><td>0</td></tr><tr><td>2 - 82</td><td>0</td><td>2</td><td>2</td><td>0</td></tr><tr><td>Total - 202</td><td>0</td><td>4</td><td>4</td><td>2</td></tr><tr><td>% of NoR</td><td>0%</td><td>2%</td><td>2%</td><td>1%</td></tr></table> Q. SR asked what a PA child is. A. LJ advised that a PA child is a Persistently Absent child, the definition of PA being that the child has less than 85% attendance. Q. LS asked if the school is still using the teddy bear for school attendance purposes. A. LJ answered in the affirmative.	Year group	Early Help Hub (EHH)	Team Around the Family (TAF)	Child in Need Plan (CIN)	Child Protection Plan (CP)	R - 60	0	1	2	2	1 - 60	0	1	0	0	2 - 82	0	2	2	0	Total - 202	0	4	4	2	% of NoR	0%	2%	2%	1%	
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8.	Discuss GB Membership EM advised the following information regarding GB membership: - the list of GB members needs updating to reflect the fact that there is now a Staff Governor vacancy - LJ is the Headteacher - JT is the LA Governor - GP is a Parent Governor - SR should be listed as a Parent Governor - she, LD, JB and LS are Co-opted Governors - there is currently one Parent Governor vacancy, 4 Co-opted Governor vacancies and the Staff Governor vacancy already mentioned EM also advised that HGS (Hampshire Governor Services) had suggested that the number of governor posts in the Constitution is a large number in relation to the size of the school and that in view of this their suggestion is that the GB should reconstitute in order to reduce the number of governor posts to 11, which would leave one Staff Governor vacancy, one Parent Governor vacancy and one Co-opted Governor vacancy. <i>Agreed that:</i> - the GB wish to pursue reconstitution, following the advice received from HGS and therefore an agenda item for discussion and agreement of a proposed new constitution should be included in the agenda for the next FGB meeting ACTION - subject to confirmation at the next FGB meeting, the number of Parent Governor, LA Governor, Headteacher and Staff Governor posts in the reconstituted GB will remain as at present, i.e. 3 Parent Governor posts, one LA Governor post, one Headteacher post and one Staff Governor post; the number of Co-opted Governor posts will be reduced from 8, by	Clerk Clerk																														

	3, to 5 which will result in the reconstituted GB having 11 governor posts, having reduced by 3 from 14 governor posts, with all posts being filled except for possibly the Staff Governor post and one Parent Governor post (depending on the outcome of the staff governor and parent governor elections that will be held) and one Co-opted Governor post EM advised some additional information, as summarised below: - this meeting is her penultimate meeting as Chair of Governors and as a governor, and she is stepping down at Easter - she will get in touch with GP, who has not attended the last 2 meetings ACTION - she was advised by HGS to arrange for a Parent Governor election to take place, with a view to filling the Parent Governor vacancy; she will advertise the election in the Newsletter ACTION - she will 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 ACTION	EM EM EM
9.	Safeguarding EM advised that this item is a new item, introduced as a result of the Safeguarding Audit so that there is a specific opportunity and time to discuss Safeguarding. LJ advised a couple of items of information, as summarised below: - there is a requirement for the school to carry out checks on social media accounts for new staff; the school has been advised that there is a formula that it can adopt and she is working with the School Business Manager on this - she has advised to parents of suspended children that she will be conducting a home visit to check that their safety and welfare	
10.	Discuss Governor Training, including WGBT if necessary LS advised a few of points of information, as summarised below: - she has booked a place on a Safer Recruitment training course - although SR has not yet undertaken a New Governor Induction training course, she believes that this is related to some event or action that needs to happen before the Governor Services 'Welcome' email is sent to SR, EM having already advised that she will look into this - she suggests leaving discussion of possible WGBT topics until a later meeting because of possible changes to the number and timing of governor meetings that may be agreed later in the meeting <i>Agreed that:</i> - discussion of possible topics for WGBT can be left until further discussions have taken place regarding the timing of FGB and Resources Committee meetings - it would be worth advising the LLP which WGBT topic the GB is thinking of selecting, and asking the LLP if there are any other topics that he believes the GB should consider	
11.	Discuss reports from / review Governor Visits LJ advised that she has 2 reports from the last Governor Monitoring Day but she does not believe that she has received all the reports from that day yet. EM advised that her report from the Monitoring Day is outstanding and she also has 2 reports from her 2 visits to the play that she wants to submit. It was arranged that SR will submit a report following her being shown around the school on Friday 24th February. ACTION <i>Agreed that:</i> - the next FGB meeting will be held on Tuesday 14th March in the morning, 14th March being the new date of the next Governor Monitoring Day - the Clerk will send the draft 14th March FGB agenda, based on a normal March FGB meeting, to LJ and EM for approval - the FGB meeting originally scheduled for Wednesday 22nd March is now cancelled	SR
12.	Update Governor Newsletter EM advised that she has produced a draft Governor Newsletter which was designed to include progress and achievements so far this year; she was therefore keen to include the following items: - the Maths HIAS visit - the LLP visit - the commissioned Geography report - the Safeguarding review - the Parent Survey As a result of discussion, a number of additional Newsletter items that it would be useful to include	

	information on were identified as listed below: • attendance • the new governors • the Parent Governor elections • the Governor Monitoring Day • some text along the lines of “the GB have continued to support the school in obtaining the best resources for the pupils, especially those that have SEND and additional needs, and have also been engaging with HCC (Hampshire County Council) and lobbying on your behalf” • the English audit in November • the forthcoming PE INSET in February (commissioned by the school) • receipt of Computing support by the school • the RE adviser that will be visiting the school • the new IT equipment Q. LD asked if there had been any complaints about the strikes. A. LJ advised that there had been a couple of queries along the lines of “I’m a critical worker and so my child should be in school”; the school had responded along the lines of “the school has had to employ the criteria advised by the DfE to prioritise children, this being the reason for the decisions made”. Q. LS asked how many teachers took strike action. A. LJ advised that 5 teachers took strike action.	
13.	Monitor any parental complaints None.	
14.	Review and update Governor Action Plan EM advised that she will contact GP and ask him to circulate the Governor Action Plan, with a view to the governors updating the Plan as necessary. ACTION	EM
15.	Premises Update (including Health & Safety) This had already been covered under agenda item 7.	
16.	Agree decision regarding subscription to Governor Services AST (Advice, Support & Training) package, for Financial Year 2023/24 (as per HGS email dated 4th January 2023); if not continuing, Clerk to inform HGS by 10th February <i>Agreed that:</i> • the GB will continue with the subscription	
17.	Agree decision regarding subscription to LA Clerking Service (i.e. whether to continue or not), as per HGS email dated 5th January 2023, and also (if continuing) agree contracted hours as documented in the Clerking Service Contracted Hours Return 2023/24 <i>Agreed that:</i> • the FGB meetings during the next academic year will be held in the following halves of term: Autumn 1, Autumn 2, Spring 2, Summer 1 and Summer 2, the number of meetings totalling 5 as compared with 6 in the current year • the number of Resources Committee meetings during the next academic year will be reduced to 4 meetings, as compared with 6 meetings in the current year; LJ, EM and LS will discuss the timing of Resources meetings over the year and report back with their recommendations ACTION • the GB will continue with the Clerking Service; after calculating the total number of Clerk Hours based on 5 FGB meetings and 4 Resources Committee meetings over the year, the Clerk will amend the Clerking Service Contracted Hours Return and submit it to HGS by the submission deadline ACTION	LJ/EM/LS Clerk
18.	Discuss any arrangements that need to be made to prepare the SFVS Questionnaire responses for approval at or before the 14th March FGB meeting, ready for submission by Friday 31st March <i>Agreed that:</i> • LS will meet with the School Business Manager at around 1.30 pm on Wednesday 22nd February to work on the SFVS responses	
19.	Review Policies: Supporting Pupils with Medical Conditions, Health & Safety (including Risk Assessments), Car Park, Off Site LJ advised some information about the policies to be reviewed as summarised below: • text in blue font, when present, represents localisations made to the county standard versions of the policies • the dates in the policies have been changed to reflect the new Policy Review Schedule <i>Agreed:</i> • to approve all 4 policies	

20.	Correspondence EM had circulated a letter from Brian Pope just before the meeting; the GB discussed the letter.	
21.	Any Other Business Q. LD advised that she had just undertaken Mental Health training and asked who is the Mental Health Representative. A. LJ advised that she is the Mental Health Representative and is due to undertake Mental Health training during the second week back after Half Term. LD then advised that she is arranging for the SEN and EAL surveys to be started after Half Term with a view to completing them earlier than in previous years. EM advised that LJ had circulated a Staff Survey with a view to completing the Survey early; she plans to input all the data and produce the report in preparation for the 14 th March FGB meeting.	
22.	Date of next FGB meeting Scheduled for Tuesday 14th March 2023 am (in person), this also being the new date for the Governor Monitoring Day.	

The meeting closed at 8.00 pm.

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

Signed _____ Chair Date _____