

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Wednesday 7th December 2022

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Carly Jones		
	Jan Beard		
	Emily Mean	Chair	
	Louise Silvertown	Vice Chair	
	Jacky Tustain		
	Samantha Reeves		
In attendance:	Mark Livesey	Clerk	

The meeting started at 6.30 pm.

		ACTION
1.	Presentation by Curriculum Manager(s) LJ and CJ gave a presentation on the topic of Literacy. SR joined the meeting at 6.48 pm.	
2.	Welcome and Apologies for Absence Apologies: GP	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
4.	Minutes of the meeting held on 19th October 2022 Agreed as a true record.	
5.	Matters Arising 191022_5 Circulate useful documents received as part of training materials (LD): Completed & closed. 140722_12 Ask Governor Services whether having a Forum Representative is mandatory for a GB (Clerk): Completed & closed. 140722_18_3 Each attend one of the Y1 and Y2 meetings (EM&LS); attend the Y2 year group meeting (SP): Completed & closed. 140722_24 Check with St. Anne's that they also would like to renew the Collaboration Agreement (LJ/EM): ACTION C/F. 191022_7_1 Email a letter, to local companies informing them that the school has governor vacancies, to LS (LJ): ACTION C/F. 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): ACTION C/F. 191022_9 Contact Primary Site to see if they have a copy of the list of 26 statutory policies (JB): JB advised that the school's website adviser had advised that although the governor website information is satisfactory, there is another way of displaying this information; she will look at what could be improved on the website governor page. Closed. 191022_10_1 Revive the Governor Recruitment Plan and recirculate it (LS): LS advised that she will recirculate the plan; it was agreed that the main focus should be to interest local businesses in the GB's governor vacancies. ACTION C/F. 191022_10_2 Contact the person who has applied to be a Parent Governor (EM): Completed & closed. 191022_13_1 Suggest a date for WGBT, after half term, to Governor Services (LS): Completed & closed. 191022_13_2 Send CJ the necessary GovernorHub link for her to book herself on to a New Governor Induction course (LS): agreed that the Clerk will set CJ up in GovernorHub so that CJ can book herself on to a New Governor Induction course. Original action closed. ACTION. 191022_22 Forward a notice regarding the Energy Bill Relief Scheme to LJ and the School	LJ/EM LJ JB LS Clerk

	Business Manager (GP): Completed & closed.	
6.	Report from Resources Committee – any questions for Chair of Resources Questions: None.	
7.	Appoint Samantha Reeves as a Parent Governor for a period of 4 years Agreed.	
8.	Receive Headteacher Written Report LJ invited questions regarding her written HT report. Q. EM asked about the target in the 'Behaviour and Attitudes' item in the 'Progress of the SIP' section of the report, the target being 'reduce the number of suspensions'. A. LJ advised that she had included the target as the school wished to reduce the number of suspensions. Q. EM asked if each child had their own plan documenting how the reduction in suspensions would be achieved, as the plan is evidence of how the target will be met. A. LJ advised that all the children concerned have individual behaviour management plans and there have been referrals to PBS (Primary Behaviour Service); also, inter-agency referral forms have been sent to Children's Services. LJ advised some additional information, the main points of which are summarised below: General - the governors' letter to Brian Pope has been received Website Audit & Safeguarding Review - a Website Audit and a Safeguarding Review had been carried out; there was a query regarding the Uniform policy, with the location of the information having been pointed out to the auditor and therefore was not an action - there was a query regarding information not being available on 'Remote Education', although the information had been available on the website under 'Home Learning' and also under 'Remote Education Strategy', the latter having been on the 'Key Information' page - there was a query regarding Policies, with LJ having explained that the GB has a new Policy Review Schedule which the auditor regarded as satisfactory - the Safeguarding Review went very well English Adviser's Visit Report - a Visit Report was received from the school's English Adviser; she was a little disappointed with the content of the Report, which she felt could have picked up more positive evidence Lockdown Drill - the school held its first Lockdown Drill of the term yesterday; the school was trying a new system, which worked very well for Y1 & 2. YR will continue with their procedures. Attendance - Attendance has dropped slightly to 93% from Autumn 1, the national expectation in the past having been 96%, although the national expectation is currently 94%; the school is not that far behind the national average at present - SEN is one of the groups with the lowest attendance; historically SEN and FSM children have had lower attendance, although currently FSM have higher attendance than usual Q. JT asked LJ if she is concerned that the absences could get worse next week because of fear of Strep A infection. A. LJ advised that she is concerned about this possibility. Q. A governor asked if unauthorised absences could lead to fines. A. LJ advised that potentially this can happen, as 10 unauthorised absences in a 10-week block would invoke a penalty notice if the child was of statutory school age.	

9.	Discuss Governor Training, including WGBT if necessary EM advised that the GB has received the WGBT on Safeguarding. LJ advised a couple of points as follows: • she would be happy for SR to come in to school during the next week or so, so that she could go through the jargon used during the WGBT with her • in the Business meeting on Monday, 2 case studies had been worked through, following the WGBT, and she believes that doing case studies regularly will keep Safeguarding on everyone's mind EM advised that it was important for CJ and SR to undertake the New Governor Induction training, as soon as they have been set up on GovernorHub. LD advised that tomorrow night she is undertaking training in Pupil Wellbeing. <i>Agreed that:</i> LD will deliver the Induction Pack for SR to the school office tomorrow. ACTION. LD will produce an Induction Pack for JT. ACTION.	LD LD
10.	Discuss reports from / review Governor Visits EM advised a couple of points: • the governors had discussed the possibility of restructuring the Governor Monitoring Days in order to look at the curriculum a bit differently • it was thought that it would be useful if, on the next Governor Monitoring Day, the governors focused on the areas of the curriculum that the governors had received presentations on at the beginning of preceding FGB meetings, e.g. there had been a presentation on Literacy tonight and there will be another FGB meeting before the March 2023 Governor Monitoring day LD advised that she had come into school for some IT training, which had been very good, and the staff she had sat with had been having ideas regarding how they would take IT forward; she also advised that before she produced her Visit Report she would like to see how those staff had implemented changes to the Computing Curriculum. ACTION.	LD
11.	Monitor any parental complaints None.	
12.	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) EM asked all governors to check that the Governor Action Tracker Spreadsheet is up to date and that they have entered any necessary information regarding their own actions. LJ advised that the Governor Monitoring Day should be added to the Spreadsheet.	
13.	Governor Monitoring Day Already discussed under agenda item 10.	
14.	Discuss GB Membership EM advised the following information: • another governor (SR) has joined the GB • there is currently an LA Governor (JT), in addition to 2 Parent Governors (GP & SR) and 4 Co-opted Governors (JB, LD, EM & LS), with CJ to be added as an Acting Staff Governor • there is one Parent Governor vacancy and up to 4 Co-opted Governor vacancies EM encouraged governors to look for opportunities to recruit new governors at the Christmas Play, the sending out of letters to local businesses having been discussed earlier.	
15.	Premises Update (including Health & Safety) LJ advised that there were no further developments to report, beyond those that were included in her Written HT Report.	
16.	Review policies (Site Security, Low Level Concern, Whistleblowing, Home School Agreement, GDPR, Internet, Drugs and Substance Misuse, Healthy Eating) <i>Agreed:</i> To approve these policies, subject to LJ amending 'Keeping Children Safe in Education 2021' to 'Keeping Children Safe in Education 2022' in the Low Level Concern policy. ACTION.	LJ
17.	Correspondence None.	
18.	Any Other Business EM advised the following information:	

	• there is a Safeguarding Review Schedule that has governors' names against certain tasks that need to be done during the year • Safeguarding will be a standing item on every future FGB agenda; the Safeguarding Review Schedule will be circulated with associated paperwork for every FGB meeting EM also advised that governors have agreed to attend Christmas Plays and Pupil Progress Reviews as follows: LD – YR tomorrow, and Y1 on Wed 14th December am EM – Christmas Play 9th December LS – Christmas Play 8th December, and Y1 on Wed 14th December with LD EM, LS & LD – Y1 next week EM – Y1 on Tues 13th December and Thursday 15th December EM advised that if any governors attending Christmas Plays would like to stand up and vocally deliver an advertisement for the GB governor vacancies that exist, then this would be acceptable and would be a help to the GB. LJ and EM thanked JB on behalf of the GB for her outstanding efforts, including standing in to help out with the After School Club, this term. There was a discussion about the provision of food or household appliances to parents who were struggling financially. <i>Agreed that:</i> JT will 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. ACTION.	JT
19.	Date of next FGB Meeting - Wednesday 8th February 2023 at 6.30 pm (online)	

The meeting closed at 7.55 pm.

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

Signed EK Mean Chair Date 08/02/23