

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Wednesday 19th October 2022

MINUTES

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

The meeting started at 6.30 pm.

		ACTION
1.	Presentation by Curriculum Manager LJ gave a presentation on the topic of Computing. Q. EM asked if Computing is a topic which it might be useful for a governor to focus on during the Governor Monitoring Day. A. LJ advised that it would be helpful if a governor could focus on this subject across the school. Q. GP asked how much emphasis is placed on Computing by the LA (Local Authority) with regard to children of infant school age, and at what age children start to interact through technology rather than through printed documents. A. LJ advised a number of points: • Computing is a non-core subject although it has equal ranking with core subjects • she believes that over the last few years there has been a lot of emphasis on e-Learning and on pupils keeping themselves safe online • keyboard skills will possibly be defunct within a few years • when the children move to the Juniors the curriculum will get progressively harder and other areas within Computing will be more intensively studied Q. GP asked what the impact of any deficiency in Computing skills at infant school level would be on the learning of other subjects moving forward; and how teaching is changing at the Y2 level and whether teaching at Y2 follows the more traditional type of teaching or whether the teaching involves more app-based learning and interaction with smartboards and iPads. A. LJ advised that children have access to interactive whiteboards in their classes, although any deficiency in an infant school will have an impact when the children have moved on to junior school. She also advised that she is unable at present to describe the junior school children's curriculum map or what devices the junior school children are using although she can only assume that the devices are laptops and computers; she does not believe that Merton Junior, for example, has a specific IT suite. She believes that having or not having a specific IT suite is one thing that does have an impact on the teaching of computing, as it takes time to ensure that the relevant devices, such as laptops or Chromebooks, are charged up and logged on, whereas having a specific IT suite means that the relevant equipment is ready for use immediately so that teaching can commence straight away.	
2.	Welcome and Apologies for Absence Carly Jones was welcomed to the meeting as the member of staff standing in for the Staff Governor RH who was on maternity leave. EM advised that Cllr Jacky Tustain will shortly be joining the meeting as the nominated applicant for the post of LA Governor. Apologies: received & accepted from SP.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	

4.	Minutes of the meeting held on 14th July 2022 Agreed as a true record.	
5.	Matters Arising 310322_12_6 Write and email Governor reports of any training completed (ALL): LD advised that last night she had undertaken training in behaviour management and had received 2 very useful documents as part of the training materials; LD will circulate the 2 documents. ACTION. Original action closed. 140722_6 Add to the October FGB agenda meeting, reappointment of EM as a Co-opted Governor (Clerk): to be discussed later in the meeting. JT joined the meeting at 6.49 pm and EM welcomed her to the GB. Everyone present introduced themselves. 140722_11 Arrange HT PM date: LJ advised that the LLP had confirmed their availability on 17th November and that as Jenna has resigned the Panel members will be GP and LS. Completed & closed. 140722_12 Ask Governor Services whether having a Forum Representative is mandatory for a GB (Clerk): the Clerk expects to receive a response fairly soon; he will update everyone via email. ACTION C/F. 140722_18_1 Answer new Governor questions (JP): since creation of this action, JP had resigned from the GB; EM advised that although the governors had not managed to attend Transition Day, LJ had focused on promoting governor membership and the school received a governor application from a YR parent. Closed. 140722_18_2 Ensure that the governor adverts are made available for the parents at the Transition Meeting, and introduce LD to the parents (LJ): the Transition Day had already been discussed. Closed. 140722_18_3 Each attend one of the Y1 and Y2 meetings (EM&LS); attend the Y2 year group meeting (SP): action carried forward. ACTION C/F. 140722_19 Discuss a skills/training matrix to the October FGB meeting to be discussed later under agenda item 13. 140722_20_1 Send the EAL Gold Award criteria to LS (LD): Completed & closed. 140722_20_2 email, information regarding the support put in place for EAL children to all governors (LD): Completed & closed. 140722_22 Submit the online Safeguarding Report by 30th September (LJ): Completed & closed. 140722_23 Update the Newsletter and arrange for it to be published next week (EM): Completed & closed. 140722_24 Check with St. Anne's that they also would like to renew the Collaboration Agreement (LJ/EM): St. Anne's GB will make the decision regarding renewal at their next FGB meeting in November. Action carried forward. ACTION C/F. 140722_26 Circulate the draft list of meeting dates (Clerk) Completed & closed. 140722_27 Use the 'Whatsapp' group to let the governors know where and when leaflet deliveries are expected to take place (JB): Completed & closed. 140722_28 Contact GP regarding the updates that need to be made to the Governor Action Tracker spreadsheet (EM): Completed and closed.	LD Clerk EM/LS/SP LJ/EM
6.	Report from Resources Committee – any questions for Resources Chair The minutes of the last Resources Committee meeting on 28th September had been circulated. LJ advised that she had today circulated the email trail from Glen Parkinson to the members of the Resources Committee. LJ asked JB how many children are on the current Y1 waiting list; JB advised that the number is probably 12 or 13. Q. LD asked what how many children are currently in Y1. A. JB advised that there are 60 children in Y1. LJ advised that approximately 4 children have left Y2, most having left before the date of the census. JB advised that a significant number of children are moving out of the local area.	
7.	Re-appoint Mrs Emily Mean as a Co-opted Governor for a period of 4 years, her new term of office to commence following expiry of her current term on 11th December Completed & closed. There was a discussion regarding governor recruitment. Agreed that: - LJ will email a letter, to local companies informing them that the school has governor vacancies, to LS ACTION - JB will compile a list of local businesses that could be contacted to inform them about the	LJ

	governor vacancies that exist on the GB ACTION	JB
8.	Consider nomination received for Councillor Jacky Tustain for the post of Local Authority Governor; Agreed to appoint Councillor Jacky Tustain as an LA Governor for a period of 4 years.	
9.	Receive Headteacher Verbal Report LJ invited questions regarding the SEF that she had circulated earlier. There were no questions. LJ then talked the GB through her verbal report, the main points of which are summarised below: • she shared, via her screen, the list of children on reduced hours provision and advised that the school is compliant with the documentation that has to be submitted to the LA; it is unusual to have so many children on reduced hours provision, the situation having arisen as the children joining the school are significantly more complex than in previous years • she has placed another advert for an LSA, and believes that 2 additional LSAs will be required as the school is being significantly impacted by certain behaviours in YR and Y2; the recruitment of additional LSAs will impact the budget • the DHT will be seconded to another school from 31st October; it has been arranged that all year group leaders are middle managers, with the first middle manager / SLT meeting having been held; she has asked all middle managers to complete the SWOT (Strength, Weaknesses, Opportunities, Threats) analysis in their teams; from the analyses that she has seen so far, there appear to be similar weaknesses and strengths across all year groups and it will be important to provide support for the children requiring it and prevent any impact on the needs of the whole class. • she shared the 'End of Year Outcomes' document on her screen and advised that the national data, LA data and Basingstoke and Deane data have been confirmed; she has provided the headline data and a comparison to the predictions for each year group • she is very pleased with the 'End of Year Outcomes'; she believes that the outcomes obtained in Y1 Phonics, Reading and Writing are commendable and show that the quality of teaching was sustained last year in the face of the challenges that had occurred during the year • she has updated the Policy Review Schedule again LJ asked for it to be minuted that the very pleasing End of Year Outcomes has been due to excellent work across the school team. LD pointed out that some policies were due to be reviewed in October. LJ reminded governors that it had been decided to change to the new format of the Schedule as the new format groups the policies into areas with a particular focus, e.g. Staffing, Welfare, H&S; she also advised the following information: • the change to the new schedule has affected the policy review dates for some policies, e.g. the Physical Intervention policy is currently due for review although it is shown in the new format Schedule as potentially due for review in Summer 1 but on a 3-year review cycle • the school has worked with the staff on the Behaviour policy and made some alterations as a result; she will circulate the policy among the governors within the next few days • she has localised the Pay policy and the Performance Management policy, from the MOPP, and will circulate these policies for email approval Agreed that: the GB will continue to review policies in accordance with new format Schedule. Q. JB asked what the school's approach should be to policies that are due for review in October and which are not yet due for review, according to the new format Schedule, until after October; the background to this question was what Ofsted's attitude to a policy that had become overdue (and if published on the website would be shown as overdue on the website) according to its original review date, even though according to the new format Schedule the policy was not due until a later time, would be. A. LJ suggested that a line of text could be added to the bottom of any policies so affected, i.e. along the lines of 'Due to the new format of the Policy Review Schedule, this policy will be reviewed in e.g. 'July 2023', the actual month and year being determined by the new format Schedule; this should cover the school with regard to Ofsted. EM advised that this would be a good approach. A governor advised that on a recent training course that she had undertaken, she was advised that there is a list of 26 statutory policies that the school has to publish on the school website. LJ asked JB to contact Primary Site to see if they have a copy of the list of 26 statutory policies. ACTION.	JB

	A governor advised that as well as a Behaviour Policy the school needs to have a written Behaviour Statement of general behaviour principles; the statement should be agreed by the Headteacher, governors, parents, children and the community, and it is important that everyone understands the Statement. The governor advised that the schools represented by many of the attendees tended to have a Behaviour Statement included in the Behaviour policy; the governor had asked the course tutor whether, if a Behaviour Statement is included in the Behaviour policy, the school needs to have a Behaviour Statement as a separate document as well, although the tutor did not know the answer to this question and advised the governor that she would get back to the governor. The governor also advised that she has not heard back from the tutor today, but will let the GB know when she has heard back from the tutor. Q. LS asked, as a number of policies are policies that the school has chosen to adopt from the MOPP, whether the GB can agree that it does not need to review a MOPP-sourced policy unless the policy has changed. A. LJ advised that at the Area Heads Conference, attendees were advised that GBs need to have a list of the statutory policies that they maintain and that as there are some policies that GBs and schools do not adopt, a GB cannot state that it adopts the MOPP. Another governor advised that if a policy is not reviewed because it is a MOPP policy that has not been changed, there could possibly be some local information in the policy that is out of date, such as the names of the Headteacher and Deputy Headteacher, and if the policy is not reviewed then this out of date information would remain out of date. LS advised a couple of points: • there is a list of policies on GOV.UK, there being 31 policies on the list; on the site it states that some policies are recommended for annual review, some policies are live documents and some policies are required to be reviewed annually, e.g. the Admissions policy • a part of the review process is ensuring that a policy is still current, and this need not necessarily take a long time Q. GP asked, given that many of the children on the reduced hours provision list have a behaviour issue or a specific need, how the school shields their impact on other children. A. LJ advised that if the adult in a class cannot manage the child, then another adult will be found to look after the child; 'another adult' could mean another class teacher, a member of the senior management or a middle manager. Q. GP asked if the school is receiving sufficient support from the various agencies that the school has requested support from. A. LJ advised that the agencies provide good support, however when a child is put through an EHCP, the school has to provide first £6,000 of the costs associated with the EHCP although this sum is insufficient to cover the cost of staffing salaries to support an EHCP child. Q. GP asked what Hampshire Education advise regarding the children with complex needs, i.e. whether the school has to continue taking the children or whether taking further complex needs children would have a detrimental effect on the other children in the school. A. LJ advised that the question of parental choice is an important element, i.e. if the parents of children with complex needs want their children to be educated in a mainstream school, the problem is that there are not enough special school places. Q. GP asked whether Merton Infant has a higher percentage of complex needs children than other local schools, or whether all the schools in the area have approximately the same percentage of such children. A. LJ advised that she understands that Merton Infant has a reputation for being good at providing for SEN children and children with behaviour difficulties and representatives from other schools or settings are being advised to visit the school; however, there is not cut-off point at which the school can say that it is unable to admit such children, although she believes that every school is experiencing similar difficulties. A governor advised that if schools are expected to provide for children with complex needs, the necessary resources need to be supplied to the schools; if the necessary resources are not provided and funded, the schools should not be asked to make such provision.	
10.	Discuss GB Membership Agreed that: • LS will revive the Governor Recruitment Plan and recirculate it ACTION • EM will contact the person who has applied to be a Parent Governor ACTION	LS EM
11.	Agree Policy Review Schedule The Policy Review Schedule had been discussed earlier under item 9. Agreed:	

	to approve the Policy Review Schedule	
12.	Update Governor Newsletter Agreed that some coverage of the following topics would be included in the Governor Newsletter: - governor recruitment - headline academic data - introduction to the new LA Governor - key priorities for the school, e.g. improving Writing - the purchase of new iPads and ChromeBooks for the school	
13.	Discuss Governor Training, including WGBT LS shared a matrix of governor training undertaken by sharing her screen; - there was a fairly good spread of governors among the various topics - there were some gaps in topics covered and therefore the GB might want to consider accessing a bit more training in such topics, which included 'Holding leaders to account' and 'Strategic Leadership' - there is another tab in the matrix showing training that has been booked - she will aim to maintain the matrix as an 'Easy Reference Record' of the GB's training - regarding WGBT in Safeguarding, the GB needs to agree a date so that she can advise Governor Services of this date LJ advised that she would be happy to attend the training, so that there is a member of staff present who can support the governors if there are questions; she also advised that JB, SP and CJ could be excused if they do not want to attend the training as they undertook the training in May together with the school staff. Agreed that: LS will suggest a date, after half term, to Governor Services. ACTION A governor suggested that it might be beneficial if new governors were encouraged to book themselves on those courses which LS knows, from her own experience as a new governor, would benefit them the most. LS advised that the GB tries to focus the training of new governors so that it matches the governor roles that they have been assigned to; she also advised that all new governors should undertake the New Governor Induction course as this covers information that all governors need to know. LJ advised that she had commissioned a Safeguarding Audit of the school, with the LA, on Friday 4th November. Q. JT advised that she had just completed Safeguarding training in relation to the other school that she is a governor of and wondered whether she should also undertake Safeguarding training for Merton Infant. A. LJ advised that it was not necessary for her to undertake Safeguarding training for Merton Infant as both schools are Hampshire schools. LJ advised CJ that she should undertake the New Governor Induction course. LS advised that she will send CJ the necessary GovernorHub link.	LS LS
14.	Approve Self Evaluation Monitoring Schedule LJ advised a few points: - the Schedule is broken down into Ofsted areas and curriculum managers responsibilities - she has included the Policy Review Schedule - she had noticed that Computing had been omitted, under 'Presentation to Governors', from the Curriculum Managers page Agreed: to approve the Self Evaluation Monitoring Schedule.	
15.	Monitor any parental complaints None.	
16.	Approve SIP (School Improvement Plan) including Governor Action Plan Agreed:	
17.	Agree Governor Code of Conduct Agreed:	
18.	Review Governor Visits None. LJ advised that she will circulate an agenda for the Governor Monitoring Day on 22nd November. EM advised that she will come into school and meet with Sue Savory, who is carrying out the	

	Safeguarding Audit on behalf of the LA, on 4th November. LD advised that she is able to take part in the Monitoring Day during the morning. JT advised that she is unable to attend the Monitoring Day as she is attending another meeting on that day.	
19.	Premises Update LJ advised that the only outstanding issue is the join in the new equipment at the back area; the people responsible for repairing the defect will be coming out on Friday for this purpose; the play equipment is being used.	
20.	Review policies: ECT, Staff Code of Conduct, Pay, Performance Management, Capability, Allegations of Abuse Against Staff (adopting MOPP), Disciplinary Procedure for Employees (adopting MOPP), Managing Sickness Absence, Staff Acceptable Use of IT, HTPMC Terms of Reference LJ advised the following points: - the Pay and Performance Management policies were discussed under item 9 and will be circulated - Capability (annually reviewed) will be updated and circulated - the Allegations of Abuse against Staff policy, was agreed to adopt the MOPP and follow the guidance - the Disciplinary Procedure for Employees, was agreed to adopt the MOPP and follow the guidance - the Managing Sickness Absence policy runs from March 2021 to March 2025 and therefore does not need review - the Staff Acceptable Use of IT policy runs from 2022 to 2024 - the HTPM Committee Terms of Reference runs from 2022 to 2023 LJ invited questions on the Staff Acceptable Use of IT policy, on which the only changes had been with regard to systems that the school uses, e.g. CPOMS for Safeguarding has moved from SIMS to Arbor, and on the other policies; there were no questions. The Safeguarding and Child Protection policies were reviewed by email. Agreed: - to approve all the policies listed above	
21.	Correspondence None.	
22.	Any Other Business Q. GP asked if the school had received any notification regarding the Energy Bill Relief Scheme; he understands that schools should be supported with energy bills and may want to contact the LA in this regard. A. LJ advised that no information on this topic had been received from the LA, via school communications, this week, although she will keep an eye out for such a communication. GP advised that he will forward a notice on this topic to LJ and the School Business Manager. ACTION.	GP
23.	Date of next FGB meeting Scheduled for Wednesday 7th December 2022 at 6.30 pm.	

The meeting closed at 8.12 pm.

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

Signed _____ Chair Date _____