

MERTON INFANT SCHOOL

Minutes of the online Full Governing Body meeting held on Thursday 14th July 2022

MINUTES

Present:	Lee-ann Dirienzo		
	Larissa James	Headteacher	
	Rachel Hill		
	Jan Beard		
	Emily Mean	Chair	
	Louise Silvertown	Vice Chair	
	Jenna Perkins		
	Stacey Pearce		
In attendance:	Mark Livesey	Clerk	

The meeting started at 7.00 pm.

		ACTION
1.	Presentation by Inclusion Manager The Inclusion Manager, Sophie Durbajlo, gave a presentation. Mrs James, on behalf of the GB, asked for it to be noted that SD has done remarkably well in her work for the school this year and is an absolute credit to her profession and to her school; EM, the Chair of Governors, echoed these sentiments.	
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 26th May 2022 Agreed.	
5.	Matters Arising 260522_5_1 Look out and make available, in preparation for Governor Monitoring Day, a list of questions that governors could ask when speaking to children about their learning, and also speak to the curriculum managers for information on any questions that governors may find it useful to ask about in relation to their subjects (LJ): completed & closed. 310322_12_4 Provide some verbal feedback, on the Mental Health training that he will have undertaken, at the next FGB meeting (GP): Completed & closed. 260522_9_1 Have another look at available training courses on Safer Recruitment with a view to booking a place on this training if possible (LS): LS advised that she is now booked on a course which will be held next year. Completed & closed. 310322_12_6 Anyone who has undertaken any recent training that they found useful will write up a concise report on the training, saying what they had found useful, what worked well and also any other feedback (in bullet point format) that they can provide; the report can be circulated via email (ALL): EM confirmed that reports on individual governors' training are being received. Carried forward as this is an ongoing action. ACTION C/F. 310322_14 Plan for JP to visit the school during w/c 23 rd May and take part in pupil discussions, with a view to her feeding back to the GB via a Governor Visit Report, just in case she was not available for the Monitoring Day (EM): it was decided that JP will now arrange with LJ to visit the school in September rather than in May, i.e. the visit has been planned. Completed & closed. 260522_5_2 Bring the Staff Survey results to the Governor Monitoring Day (EM): Completed & closed. 260522_8 Circulate the agenda for the GMD (Governor Monitoring Day) after Half Term (LJ): Completed & closed.	ALL

	260522 Carry out another search for training courses on Safer Recruitment (LS): Completed & closed. 260522_9_2 Speak to Bill James about supporting governor training in the Autumn Term (LJ): Completed & closed. 260522_10 Write a report on last week's quality assurance check on the SATs, that she had carried out (EM): Completed & closed. 260522_14 Speak to the staff after Half Term and ask if anyone is interested in covering RH's Staff Governor role as an interim arrangement on the assumption that RH will return to the school when her maternity leave expires (LJ): LJ advised that she has raised this matter at a business meeting, although no one has come forward so far and she will therefore pick this up again in September. Closed as this will be discussed again at the October FGB meeting. 260522_17 Draw up a document, before the July FGB, summarising where she believes that the documents should be delivered to and who should be assigned to make those deliveries, the idea being that if there is a list of non-governors who will be delivering leaflets to certain areas, the governors can view the list and fill in the gaps (JB): this was due to be discussed later in the meeting under agenda item 27. 260522_20 Complete the Safeguarding Audit and circulate it in preparation for discussion at the next FGB meeting (LJ): this was due to be discussed later in the meeting under agenda item 22.	
6.	Set End Dates for the offices of Chair and Vice Chair, e.g. 31st July 2023 Agreed to set the End Dates for Chair and Vice Chair to 31st July 2023. Also agreed to include an item in the agenda, for the October FGB meeting, for reappointment of EM as a Co-opted Governor. ACTION.	Clerk
7.	Elect Chair and Vice Chair EM was re-elected as Chair; LS was re-elected as Vice Chair.	
8.	Report from Resources Committee – any questions for Resources Chair EM advised a couple of points as follows: • there had been a delay in circulation of the minutes of the 29th June Resources Committee meeting and therefore it was possible that not everyone had had a chance to read the minutes; however, she and the Headteacher had approved the minutes • ratification of the approval of the Resources Terms of Reference and Resources Annual Task Planner is due to be discussed later in the meeting	
9.	Headteacher Report LJ's written HT Report had been circulated in advance of the meeting; LJ advised the following additional points: • no national data has been published since 2019 because of Covid • as usual, her HT Report is broken down according to the Ofsted statements and criteria, i.e. Leadership & Management, Quality of Education (Outcomes), Behaviour and Attitudes, and Personal Development • her Report includes a report by the school's new GDPR auditor • regarding Quality of Education (Outcomes), although no national data has yet been published this year, the school has received an indication from County (included on page 5 of the Report) and she was very pleased as the school is not far behind the LA's outcomes • when making comparisons, it should be borne in mind that in order for the school to deliver what it had had to deliver in terms of curriculum content due to the gaps caused by COVID, the staff had worked extremely hard and she believes that the figures achieved are commendable • with regard to school improvement next year, she would like to target a 5% improvement in the school figures, which she believes that the school can achieve • regarding Performance Management, she is due to meet with the Admin staff over the next couple of days • the CPD is clearly having an impact, as evidenced by the data outcomes • she has also been working on a Safeguarding Curriculum; she has broken the Curriculum down into whole school priorities, e.g. fire, road, behaviour, health, safety and wellbeing, in addition to the key documents that the school looks at during the course of a year; she will first share the document with the staff on Monday before uploading it to the website and sharing it with the GB	
10.	Review committee membership, including membership of smaller committees Agreed to leave the Resources Committee membership as it is for the time being, although at the same time recognising that it is important to bring another governor on to the Resources Committee at some point in the future.	

11.	Agree Headteacher's PM Date and Governor Panel LJ advised that she prefers to arrange her PM date for October if possible, as the teachers have to have their performance reviews completed by the end of October; she will therefore contact the LLP to see what dates he has available. Agreed that the pattern of holding the HT's PM Date in October will continue. LS advised a couple of points, as follows: • she has been chairing the HTPM Panel; GP is also a member of the Panel although he has so far been unable to attend any Panel meetings because of other commitments • the Panel reviews are up to date, with all this year's reviews having been held, and she has nearly finished typing up the latest review Agreed that: • LS will chair the HTPM Panel again for the next academic year, with GP remaining as a member of the Panel and JP joining the Panel as a new member • LJ will obtain available dates from the LLP and then liaise with LS, GP and JP in order to arrange a definite date for the Panel meeting in October ACTION LJ advised JP to book herself on to a HTPM training event.	LJ
12.	Allocate specialist and link governor roles Agreed that specialist and link governor roles have been allocated as follows: Safeguarding Governor (includes 'Prevent'): EM Attendance Governor: LS SMSC (Spiritual, Moral, Social & Cultural) Governor: SP Safer Recruitment Governor: LS Inclusion Governor (EAL & SEN, also includes Pupil Premium Governor): LD Health and Safety Governor: JB Achievement Outcomes Governor (on rota at PPM (Pupil Progress Meetings), normally Autumn Term 2nd half, Spring Term 2nd half & Summer Term 2nd half): Rota basis Curriculum Governor (replaces YR Autumn Term 2022 Governor, Y1 Spring Term 2023 Governor and Y2 Summer Term 2023 Governor) : LD (SP and JP will shadow LD) Training Link Governor / DTG: LS Forum Representative: None at present Nominated Governor to liaise with the LADO (Local Authority Designated Officer) for Allegations against the Headteacher: GP Mental Health Governor: GP Agreed that the Clerk will ask Governor Services whether having a Forum Representative is mandatory for a GB. ACTION.	Clerk
13.	Ratify approval of Resources Committee Terms of Reference at the Resources Committee meeting held on 11th May Agreed.	
14.	Ratify approval of Resources Committee Annual Task Planner at the Resources Committee meeting held on 11th May Agreed.	
15.	Review FGB Annual Task Planner Agreed.	
16.	Review Clerking Service Agreed to continue with the Clerking Service.	
17.	Adopt Manual of Personnel Practice, and Scheme for Financing Schools and any in-year updates Agreed to adopt current documents and any in-year updates.	
18.	Discuss GB Membership EM advised a couple of points as follows: • she knows someone who is interested in becoming a governor; she is hoping that if the person puts herself forward for appointment as a governor, that that person will fill the vacancy for an LA Governor • there are 4 vacancies for Co-opted Governor, which can be filled by appointment if any potential governors put themselves forward	

	LJ advised that there is a Transition Meeting with new YR parents on Tuesday 6th September at 9.30 am, with the children normally present in the school with their parents for about an hour and a half. Agreed that: - JP will answer some questions about being a governor asked by LJ on Transition Day after having been introduced by LJ, in the presence of the parents ACTION. - the governor adverts will be made available for the parents at the Transition Meeting, and that LJ will also introduce LD to the parents ACTION Q. EM asked about any other year group meetings that will be taking place early next year. A. LJ advised that there will also be Y1 and Y2 meetings, at 2.30 pm on Thurs 8th September and 2.30 pm on Thursday 15th September respectively. Agreed that EM and LS will each attend one of the Y1 and Y2 meetings, and that SP will attend the Y2 year group meeting. ACTION.	JP LJ EM/LS/SP
19.	Discuss Governor Training, including WGBT LS advised a few points, as follows: - the WGBT is currently on hold pending updates from Bill James, following which a date for the WGBT can be arranged - she has booked her Safer Recruitment training - as already discussed, JP will be booking training on HTPM - she will bring a skills/training matrix to the October FGB meeting with a view to identifying any gaps that need to be filled by relevant training ACTION LD advised that she has booked training on the 'Effective Use of Pupil Premium' in September.	LS
20.	Discuss reports from / review Governor Visits EM invited questions on the reports from governor visits. LD advised that she had read LS's Governor Visit Report and LS's question about the EAL children; she also advised that the information about the EAL children is already included in the SIP and that she also has the EAL Gold Award criteria which she will send to LS. ACTION. LS advised that she looked at the SIP but had not been able to see a reference to the support that was put in place for the EAL children. LD advised that she has the information in email and will forward it to everyone. ACTION.	LD LD
21.	Monitor any parental complaints None.	
22.	Discuss collective responses to Safeguarding Audit Questionnaire questions (in preparation for submission of Safeguarding Report to LA by 30th September), and approve Questionnaire or agree arrangements for approval of Questionnaire when complete LJ advised that she had circulated the Questionnaire, which had included draft responses to the questions, with her HT Report; input to the draft responses, evidence details and also impact details had also been received from the SLT. Agreed to: approve the completed Safeguarding Audit Questionnaire so that LJ could submit the online Safeguarding Report by 30th September	LJ
23.	Update Governor Newsletter EM advised that it had previously been agreed to include the following items in the next issue of the Newsletter: - Feedback from the Governor Monitoring Day - Staff Survey - New site developments Agreed to also include: - information on outcomes, i.e. how the school compares with county figures at this stage, as the national figures are not likely to be available until the Autumn Term - how well the staff have worked this year - the updated governor role profiles are available on the website - the overgrown trees had been pruned back - there had been riding of bikes and scooters outside the office area and the YR area, with the result that some of the other children had nearly been knocked over; the Junior School	

	is being asked to make the parents of the children at the Junior School aware of this - a statement that the parents of children at Merton Infant will be informed in advance when the next Governor Monitoring Day will be held Agreed that: - EM will update the Newsletter and arrange for it to be published next week ACTION - Sports Day will go ahead next Tuesday (19th July), the Risk Assessment having been discussed	EM
24.	Review Annual Collaboration Agreement with St Anne's School Agreed that: - the GB would like to renew the Annual Collaboration Agreement with St. Anne's School; LJ and EM will check with St. Anne's that they also would like to renew the Agreement ACTION - apart from the support provided by the Agreement in terms of St. Anne's potentially providing a governor to sit on a Governors' Discipline Committee at Merton Infant, it would benefit the GB, and probably also the GB of St. Anne's School, to open a conversation with the Chair of Governors at St. Anne's, with a view to comparing the outcome of governor recruitment initiatives, and also governor makeup, skill set and governance structure, at the 2 schools	LJ/EM
25.	Discuss 2022 – 23 School Improvement Plan LJ advised some information regarding the 2022-23 SIP, the main points being summarised below: - the school is investing a significant amount of money in training and resources for the new Phonics scheme, in order to ensure that the school is in line with the recommendations of the government and Ofsted with regard to a validated Phonics scheme; the school has had the initial INSET training, and the new scheme will be a priority next year - the intention is to work on the Computing curriculum as she believes that this is one of the weakest subject areas - her aim is to generate a 5% increase in the data outcomes at the end of the next academic year - the school needs to ensure that it is happy with the Curriculum Three I's (Intent, Implementation and Impact) Statement on the school website for each subject, as it is possible that the statements may need to be improved or updated in order to clarify the provision that the school offers EM advised the following points: - the 'deep dives', with regard to looking at the curriculum, can be included in the SIP objective Accountability (Pupil Progress) - she believes that the Community Engagement objective should be retained; further detail regarding the Collaboration Agreement with St. Anne's can be included - the Recruitment and Safeguarding objectives should be retained Agreed that: - the suggestions previously made by EM should be followed - the SEN objective should be combined with the EAL objective and the Accountability (Pupil Progress) objective - the Recruitment objective should include mention of a) a focus on accurately reflecting the pupil demographic, and b) exploring options for collaboration EM advised that one action that had been identified was the provision of a one-page overview of the SIP for parents; the overview could be sent out on the reverse of the Governor Newsletter.	
26.	Confirm meeting dates / times for the next academic year, including dates for Governor Monitoring Days and for a GB Self Evaluation & Governor Monitoring Day Agreed that: - the Clerk will circulate the draft list of meeting dates after the meeting, so that if any dates appear to be particularly difficult for a number of governors, an alternative date can be identified - the Governor Monitoring Days will be held on 22nd November 2022, 15th March 2023 and 28th June 2023	Clerk
27.	Discuss publication of joint school leaflet (Preschool / Infant School / Junior School) with a view to publication in the summer holidays and September JB advised that on 1st September, she and Mrs Bennett will liaise with people regarding delivery of the joint school leaflets, and at this time it will be possible to see if any new housing developments	

	have been occupied; she will be able to deliver some leaflets and other people have also offered to help with leaflet delivery. Agreed that: JB will use the 'Whatsapp' group to let the governors know where and when leaflet deliveries are expected to take place. ACTION	JB
28.	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) Agreed that: what has been discussed and agreed, under agenda items 22 to 27, can be fed back to GP so that he can update the Governor Action Tracker Spreadsheet. EM advised that, regarding the updates, she will contact GP accordingly ACTION.	EM
29.	Premises update LJ talked the committee through the Premises Update, the main points of which are summarised below: - the new playground equipment has been installed; although there are a couple of teething problems, the School Business Manager and the installation company are working through these - requirements for a new IT server is due to be worked on during the summer holidays - current problems with the boiler, which a) keeps cutting out and b) is not producing any hot water, are also due to be investigated during the summer holidays Q. A governor asked if the Y2 children will get a chance to use the new play equipment. A. LJ advised that she will personally inspect the play equipment and then discuss the matter with the School Business Manager before making a decision.	
30.	Review policies – Governors’ Code of Conduct, Equalities, FGB Terms of Reference (which refer to the HGS Governors’ Good Practice Guide), Complaints, Serial and Unreasonable Complaints, Governors’ Allowances / Expenses LJ advised that she understands that there have been no changes to these policies which are based on the county model policies. Agreed to approve all the policies listed.	
31.	Correspondence None.	
32.	Any Other Business As an item not originally covered under agenda item 9 (HT Report), LJ shared her screen with everyone so that the attendance figures could be viewed; she then talked the GB through the attendance figures, the main points of which are summarised below: - the school is currently in the Amber band for most areas, when the PA (Persistent Absence) figures are included; although this attendance is slightly lower than the 96% DfE recommendation, the school continues to be affected by Covid - the chickenpox season has been unusual as it has occurred later in the year - SEN, EAL and Ethnic Minority are the groups of children with the lowest figures, this being the normal trend for these groups; regarding the EAL and Ethnic Minority groups, it takes many of the children in these groups some time to acclimatise to the UK climate after living in their original home countries such as Africa or India, and there is also a cultural trend for such children to be kept away from school if they have a minor infection such as a slight cold or cough - the PA children constitute 15.8% of the NoR (Number on Roll) Q. EM asked if the Leavers’ Assembly will go ahead. A. LJ advised that the Assembly will go ahead; the attendees will be the parents, rather than the whole school, and the School Business Manager is currently sourcing 2 air conditioning units; fans will also be employed to assist with ventilation in the hallway.	
33.	Date of next FGB meeting To be confirmed.	

The meeting closed at 9.05 pm.

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

Signed _____ Chair Date _____