

**Minutes of the Full Governing Body (online) meeting
held on Thursday 26th May 2022 at 7.00 pm**

MINUTES

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

		ACTION
1.	Presentation from Curriculum Manager LJ advised that she intends to include the Presentation in the Governor Monitoring Day on 15 th June; the presentation will be on PDL (Personal Development Learning) from Lorna Estlea and Maths by Jen Fellhauer.	
2.	Welcome and Apologies for Absence Apologies: JP, and from LS who was on her way but will be late.	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None	
4.	Minutes of the meeting held on 31st March 2022 Agreed as a true record.	
5.	Matters Arising 310322_6 Email GP at the end of w/c 4th April and let him know which governors attended which PPMs so that he can enter this information into the Governor Action Tracker Spreadsheet (LJ): JP had not been able to attend the PPMs; consequently no governors attended the PPMs. Closed. 030222_14 Liaise with JP regarding arranging for JP's new governor induction training to be booked with Governor Services (LS): this was due to be discussed later under Governor Training. 310322_10 Circulate the LLP Report and SEN Audit Report when she has received them (LJ): completed & closed. 310322_12_1 Speak to the school LLP and ask him if he could give the GB any advice about where the school could get information and advice on speaking to children and gaining evidence of the impact of their learning (LJ): closed as LJ had not spoken to the LLP about this topic. Agreed that LJ will 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. ACTION. 310322_12_2 Consider whether to invite Bill James to come to the school and carry out some training; if it decides to invite him, it will inform LJ (ALL): this was due to be discussed later under Governor Training. 310322_12_4 Provide some verbal feedback, on the Mental Health training that he will have undertaken, at the next FGB meeting (GP): this was due to be discussed later under 'Feedback on Mental Health training'. 310322_12_5 Undertake the training necessary for the role of Safer Recruitment Governor (LS): this was due to be discussed later under Governor Training. 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): Carried forward as this is an ongoing action. 310322_14 Plan for JP to visit the school during w/c 23rd May and take part in pupil	LJ GP LS ALL

	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 (LJ): EM advised that she will pick up this action, i.e. check whether JP is able to attend the Governor Monitoring Day. ACTION C/F. 310322_16_1 Circulate the Staff Survey Report that was used for the Staff Survey last April, so that GB members can provide any feedback, regarding the Survey questions, that they wish to (EM): EM advised that the Staff Survey has been completed and the Report has been circulated; she picked up the results today and will bring them to the Governor Monitoring Day in report form. Original action closed. New action for bringing the Staff Survey results to the Governor Monitoring Day. ACTION. 310322_16_2 Circulate their governor profiles by the first week in May, so that any governors that wish to do so can make suggestions with a view to approving the profiles at the next meeting (ALL): this was due to be discussed later under item 16 ('Approve Governor Profiles'). 310322_20 Try to finalise the Newsletter over the weekend, circulate it amongst the governors for comments and then publish it before Easter (EM): the Newsletter was published. Action completed & closed.	EM EM
6.	Report from Resources Committee – any questions for Chair of Resources In LS's temporary absence, EM invited questions. There were no questions.	
7.	Receive Headteacher Verbal Report LJ talked the GB through her verbal report, the main points of which are summarised below: SATs - the school is not moderated for KS1 SATs - the school is still 'in the frame' for Y1 Phonics Screening Moderation; if the school has not heard anything by tomorrow, the school will assume that it is not going to be moderated for that test - all SATs have been completed; EM came into school and carried out a quality assurance check - there is one paper to mark, this being the second Reading paper which the school had planned to mark tomorrow afternoon (tomorrow being an INSET day) - there are no surprises in that the children have done as well as the school expected them to do; it is not possible to compare the test results with those from the last time that the children took these tests in 2019; she has made it clear to the staff that the test results will contribute to the final overall teacher assessments at the end of the year Attendance - whole school attendance is 94%; without the PA children, attendance is 96% - there were 32 PA (Persistent Absence) children out of 208 on roll, i.e. 15%; most of the data for the various groups & classes are in the orange band, i.e. 94% - 95% - the school has had a lot of illness, not necessarily Covid-related, but it is chickenpox and colds etc. season - also on Attendance, any other children that the school is concerned about are referred by the school to ALP (Attendance Legal Panel) - the school has one family on a Voluntary Parenting Contract; as this does not appear to be going well, this arrangement may reach the final warning stage Exclusions - this half term there has been one exclusion of a Y1 child who has been referred to PBS (Positive Behaviour Support) and is also being referred to the school's play therapist, with whom the initial work with the family starts today; the parents are on board Reduced Hours Provision - there are 2 children on Reduced Hours Provision; a multi-agency meeting has been held with one family this week; the Provision will be extended (to 4 full days, from 3 full days) after Half Term but will remain a Reduced Hours Provision - a consultation with PBS has been arranged for the other child on Reduced Hours Provision Curriculum Overviews - the Curriculum Overviews for the next academic year have been reviewed; staff need to update their individual subject overviews after Half Term - as Laura Bennett has returned from maternity leave, the school has ensured that the curriculum managers have had more non-contact time so that they can ensure that all plans are written for the whole of the next academic year - the school will have to slightly amend Literacy and Maths, depending on need; the remaining topic planning should be sufficiently good to be used Lock Down Drill - a Lock Down Drill was held today; there are a couple of points to note, e.g. there is a blind in the Nurture Room that does not extend for the full length of the door, and there is a similar situation in the hall	

	Safeguarding - a lot of work has been carried out in assemblies on Safeguarding and how the children feel safe Maternity Leave - RH commences her maternity leave in one day's time; LJ congratulated RH on the thoroughness with which she had prepared for the handover of her class and curriculum roles in terms of the handover documentation which she had produced LD advised that she had been working through the Safeguarding questionnaires with the SEN and the EAL children. One of the questions was 'Do you feel happy in school?' to which all the children had answered 'Yes'; she then asked them why they felt happy and they replied that it was because the children feel safe in school.	
8.	Governor Monitoring Day EM advised a few points as follows: - the Governor Monitoring Day (GMD) is scheduled for Wednesday 15th June - the agenda for the GMD should include the 2 Curriculum Manager presentations and also, ideally, a bit of time to talk about the Staff Survey LJ advised the following points: - she will circulate the agenda for the GMD after Half Term and hopes that the governors will be happy with the agenda ACTION - she believes that it would be beneficial if LD carried out some work sampling with the Inclusion Manager, so that LD can witness I.E.P. targets in place in books - the feeling at the last GMD was that the governors would like to have had more time talking to the children; she is advising the staff to adjust their teaching to accommodate this - the school will arrange groups of children to talk to each governor, e.g. one governor could do Safety and Safeguarding, and one could do Marking and Feedback EM suggested the following idea that had been mentioned in previous discussions about GMDs, i.e. instead of each governor trying to spend some time with each year group at some point during the day, it may be better if governors could decide on a particular year group and then stay with that year group for the whole day; each governor could still have a particular focus. JB advised that the governor that will be spending the day with Y2 might wish to witness the swimming lesson that Y2 has scheduled for that day. GP gave his apologies for the GMD. LD advised that she needs to leave the school at 12.30 on the GMD.	LJ
9.	Discuss Governor Training, including WGBT EM advised several points as follows: - SP has undertaken both her New Governor Induction training courses - the GB had talked about arranging for Bill James to support governor training; the GB had also discussed talking to the school's LLP about evidence of impact of learning by speaking to children LS advised several points: - either of the 2 initiatives just mentioned would be better topics for WGBT than the current WGBT courses currently on offer - she does not currently know whether JP has undertaken her New Governor Induction training courses; she will update the GB later in the meeting - she has not booked herself on to the Safer Recruitment Governor training, as there were no Date/Venue combinations available that she would be available to join, although she will have another look at available training courses on this topic ACTION Agreed that: - LJ will speak to Bill James about supporting governor training in the Autumn Term ACTION	LS LJ
10.	Discuss reports from / review Governor Visits EM advised a couple of points: - LD had produced reports for SEND and EAL, and for PE - LD's PE report, using the new format, is excellent and is a good example of the use of the new format LD advised that when writing her PE report she had received help from RH who had helped her with explaining the jargon she had included in the report. LD advised that it would be beneficial, when she does the 3 year group reports again, if she can have	

	the Curriculum Managers with her so that she can ensure that she records the exact information that is needed. LJ advised that it was good that the reports had included impact points. EM advised that she will write a report on last week's quality assurance check on the SATs that she had carried out. ACTION	EM
11.	Update Governor Newsletter EM invited suggestions for articles to be included in the Newsletter; the items suggested were: - the new playground equipment, available from 13th or 20th June – can be linked to promoting the pupils' physical development and mental health development - the new strategy of the pupils having one reading book per week, rather than two - has helped to boost the development of the pupils' fluency and comprehension - Governor Monitoring Day (after the Day has taken place) – i.e. the governors were in school; also include a couple of sentences by each governor, mentioning the areas that the governors were focusing on - the Staff Survey - new British Values – the British Values have been simplified to make them a bit more pictorial and a less wordy; also mention Jubilee Day - send a text out before the Monitoring Day, so that the parents are pre-warned; publish the Newsletter after the Monitoring Day	
12.	Monitor any parental complaints None.	
13.	Review and update Governor Action Plan GP advised that the actions that he needs to carry out are as follows: - enter the policy reviews that will be discussed later in this meeting - enter the Governor Visit Reports that had been discussed earlier - record in the Plan that the Staff Survey has been carried out - update the plan to reflect the governor roles and responsibilities in the light of the discussion of them that will take place later in the meeting - carry out some work on the Plan in connection with the governor coins discussed at the previous meeting, in order to help LS LJ advised that the governor coins initiative could be introduced to the school at the Y2 leaders' assembly and then built on during the next academic year. GP described his ideas for the design of the front of the coin; on the reverse of the coin the Merton Infant values would be listed around the edge of the coin; he also advised that he needs to speak to a firm that he had previously dealt with so that they can produce the design and following this he will be able to advise the GB regarding the price of each coin in terms of what batches the school would have to purchase. Q. A governor asked whether the GB would want to give the coins as a gift to the Y2 leavers, or whether to give the coins as awards to certain children and, if so, what achievements the coins would be given for. A. GP advised that the way that such coins had been used in the past, in connection with his employment, was that when he was carrying out visits with a more senior employee and they heard about a situation involving excellence it had been an easy way of being able to present someone responsible for excellence with a token of appreciation or in recognition of their contribution. He also advised that he sees the coins as being used during Governor Monitoring Days or during assemblies.	
14.	GB Membership LS joined the meeting at 7.37 pm. EM advised a number of points as follows: - although a potential LA Governor has not been nominated by the local councillor, or identified in any other way, she will keep trying to obtain a nomination - all 3 Parent Governor posts on the GB have been filled 4 of the Co-opted Governor posts have been filled; the remaining 4 Co-opted Governor posts are vacant LJ advised several points as follows: - there is a recruitment strategy in place, although governor recruitment is still a challenging initiative nationally - the school should keep doing what it has been doing, i.e. if a governor knows somebody who might be interested in being a governor they should ask them to join the GB - there will be a new set of parents with children at the school in September, representing an opportunity to recruit new governors	

	if new Parent Governors join the GB, the current Parent Governors could change category to become Co-opted Governors; there may also be grandparents who could be appointed as Co-opted Governors Q. EM asked what the plan is for RH as a Staff Governor about to commence maternity leave. A. LJ advised that she will 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. ACTION.	LJ
15.	Feedback on Mental Health training undertaken GP advised a number of points, as follows: - the Mental Health training is not until 13th June; he will report back to the GB after the training - he had attended a training course entitled 'Compass for Life'; the course is run by a former soldier who now works in the corporate world, and with the Education Department in relation to children of primary school age up to 5 years, and also with the military - the idea of the course, for someone who knows what they want to be, is to work out how that person can get there; part of this process involves discussing values, spirit and kindness and could be linked to the Merton values - he had found it interesting to see how adaptable the course was, and believes that the way ahead is for him to mention a couple of things and let LJ decide whether the course might be something that the GB might benefit from more information on - the person that runs the course is Floyd Woodrow who has written a book entitled 'The Warrior, The Strategist and You' - the organisation behind the course is 'Compass for Life'; the web address is compassforlife.co.uk - the person running the course visits schools and talks to young children, asking them questions such as 'What do you want to be when you grow up?' and asking them to draw pictures of what they want to be The governors found the idea of the course interesting. GP advised a further couple of points: - he will leave the idea of the course with the governors and if they are interested in exploring the idea of the course further, GP will do his best to obtain contact details for the 'Compass for Life' organisation - he is happy to come into school for any mental health meetings, if the school would find this valuable; LJ advised that she had met the school's Mental Health Support Team practitioners who are coming towards the end of their training; there is another operational meeting after Half Term when the referral process, to the new team Mental Health team that has been set up, will be discussed.	
16.	Approve governor profiles LS had circulated a general governor profile, together with specific role profiles for the Chair and Vice Chair, and invited comments or questions. A couple of governors indicated that they thought that the profiles were very useful. A governor suggested that the profiles should be produced on the school headed paper (which includes the logo). Agreed to adopt the profiles and include them in the Induction Pack.	
17.	Discuss the possibility of publishing a school leaflet, jointly with the Preschool, with a view to publication in the summer holidays and September Agreed that: - the school will start sending out the leaflets, probably at the end of the term, so that people can read them during the summer holidays, as once the children are back in school, people will be looking for schools ready for the application window to open in November - the school council could be asked to drop off some leaflets in the immediate locality - some leaflets could be delivered to the Preschool - staff probably would not mind dropping off some leaflets, and it may be useful to ask staff with children in nurseries to do this - JB will 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 ACTION.	JB

18.	Approve Resources Committee Terms of Reference (as updated by LJ following review at 11th May Resources Committee meeting) Approved.	
19.	Approve Resources Committee Annual Task Planner (as updated by LJ following review at 11th May Resources Committee meeting) Approved.	
20.	Discuss arrangements for completion of the Annual Safeguarding Report (to the LA) which is due to be approved at the July FGB meeting Agreed that: LJ will complete the Safeguarding Audit and circulate it in preparation for discussion at the next FGB. ACTION.	LJ
21.	Premises Update LJ provided the Premises Update, summarised as follows: - work on the new fence has commenced, in relation to the Forest School area that the school will be sharing with the Preschool - new play equipment will be installed either during the w/c 13th June or w/c 20th June - the school is waiting to be advised of the date when the PTA cupboard will be converted into the new book storage area - JB and the School Business Manager will conduct a Health and Safety Walk after Half Term, accompanied by the School Council	
22.	Review Policies – Collective Worship, GDPR Agreed to approve both policies.	
23.	Complete Quality of Service Questionnaire (re. Governor Services Advice, Support and Training package); the six questions are as follows and the response options are Yes / No / Partially: - Has the training attended by your governors had a positive impact on your board's practice? Yes - Does the training provision meet the needs of your board? No - Has the training attended by your governors help drive forward school improvement? Yes - Does the support and guidance available through the Service meet the needs of your board? Yes - Has the support and guidance accessed by your board helped to improve governance in your setting? Yes - Does the advice, support and training subscription package provide value for money for your board? Partially Agreed that the responses are as shown following the questions as listed above.	
24.	Correspondence None.	
25.	Any Other Business Q(EM). Asked LJ what the dates of the next PPMs (Pupil Progress Meetings) are. A. LJ advised that the PPMs are as follows: YR on Mon 20 th June, Y2 on 22 nd June and Y1 on 27 th June, all starting at 3.00 pm. Agreed that the governors will view the dates, which EM will enter into the WhatsApp group after the meeting, and consider volunteering to attend one or more of the meetings, with a view to having a governor present at each meeting. Q(GP). Asked if there was any update with regard to the Parent Survey. A. LJ advised that she has the Parent Survey questionnaire ready for use when the pupils return after Half Term. EM, on behalf of the GB, expressed a huge 'thank you' to RH for all her hard work and wished her all the very best.	
26.	Date of next FGB meeting - Thursday 14th July 2022 at 7.00 pm online via 'Teams'.	

The meeting closed at 8.13 pm.

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

Signed _____ Chair Date _____