

MERTON INFANT SCHOOL

Minutes of the Full Governing Body meeting held online on Thursday 31st March 2022

MINUTES

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

The meeting started at 7.03 pm.

		ACTION
1.	Presentation by Music Curriculum Manager Lorna Estlea gave a presentation on Music.	
2.	Welcome and Apologies for Absence Apologies: None.	
3.	Confirm the election of Stacey Pearce as a Parent Governor for a term of 4 years It was agreed to confirm the election of Stacey Pearce as a Parent Governor for a term of 4 years.	
4.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: LJ advised that Bill James, her husband, may provide advice and support to the GB.	
5.	Minutes of the meeting held on 3rd February 2022 Agreed as a true record.	
6.	Matters Arising 011221_8_2 Post a link to the governor video on Google Classroom (RH): Completed & closed. 011221_14 Try to update their actions in the Governor Action Tracker Spreadsheet, if they have not done so already, so that the Spreadsheet can be reviewed at the next FGB meeting (ALL): Completed & closed. 030222_8 Circulate the dates of the Pupil Progress Meetings (PPMs) via email (LJ): EM advised that the PPMs start next week, i.e. on Monday (YR), Wednesday (Y1) & Thursday (Y2); LJ advised that these dates are also in the February FGB minutes and that if any governors are available to attend the PPMs it would be very useful if they could do so. Agreed that: any governors available to attend any of the PPMs will enter this information into the governors' 'Whatsapp' group LJ will email GP at the end of next week and let him know which governors attended which PPMs so that he can enter this information into the Governor Action Tracker Spreadsheet. ACTION. 030222_10_1 Produce a set of reports based on her point of view in relation to Governor Visits and email them to LS in case LS would like to add anything to the reports (EM): Completed & closed. 030222_10_2 Check whether GP can attend the Mental Health webinar & advise him accordingly (LJ): LJ advised that she had attended the webinar and that the slides, which had been received this week, will be forwarded on to GP. Closed. 030222_10_3 Forward GP the slides that had been shown at the Mental Health meeting that she had attended (LJ): the slides were discussed under the previous action. Completed & closed. 030222_11_1 Provide EM with concise governor & potential governor profiles (JP/SP): EM advised that she has received a profile from JP and that SP is in the process of completing a profile and forwarding it to her. Completed and closed.	LJ

	030222_11_2 Circulate a draft version of the Newsletter among the GB members for their comments before arranging for the next edition of the Newsletter to be published (EM): EM advised that she would be discussing the Newsletter later in the meeting under agenda item 20. Closed. 0030222_14 Liaise with JP regarding arranging for JP's new governor induction training to be booked with Governor Services (LS): LS advised that as JP & SP are now members of the GB, she will shortly be sending JP and SP emails regarding their new governor induction training. ACTION C/F. 030222_18 Circulate the SFVS document via email so that the GB can agree the document in preparation for submission by 31st March (LS/GP): EM advised that LS and PB had worked on the SFVS document, which had been circulated and has been submitted. Closed.	LS
7.	Report from Resources Committee – any questions for Chair of Resources There were no questions.	
8.	Complete and approve SFVS Return in preparation for submission to LA by 31st March It was discussed under agenda item 6. Completed and closed.	
9.	Receive HT Written Report The HT Written Report had been circulated in advance of the meeting. LJ provided a verbal update on a number of matters, the main points of which are summarised below: Attendance - the attendance data covers the period from September to the present time; Whole School with Persistent Absences is 94%, Whole School without Persistent Absences is 95.6% - the attendance level is slightly below where the school would like it to be (96% national expectation), but naturally been affected by Covid; and the usual chicken-pox season and the usual colds & coughs - the attendance data for most groups are in the amber (warning sign) zone, e.g. SEN, EAL, Ethnic Minority, current FSM, Traveller, PP (Pupil Premium). Although service children are in the green zone and therefore doing well - LJ does not believe that this attendance is very different from other schools, both in the county and nationally - she also believes that the current trend in attendance will continue for some time until the level of Covid cases reduces - the school currently has 37 PA (Persistent Absence) children which constitutes 18% of the NoR (Number on Roll) - Juliet Stroud, as Attendance Manager, is currently collating the attendance reasons and actions for the PA children but could not be shared at present as she was absent from work - LJ and Juliet will then analyse the data with a view to checking for trends, and if there is a trend within a particular family she will seek advice from the Attendance Legal Panel General - regarding the percentages of Ethnic Minority and EAL figures in the first page of her written HT Report (37% and 32% respectively), these figures are extremely high and they demonstrate how difficult it can be in a classroom with many children arriving with no English - she has received notification that the school may have to take Ukraine children even though the school is full SMSC Audit - regarding the SMSC Audit, she has analysed where the school is, and what evidence the school has which supports the school's Personal Development Self-Evaluation in relation to Ofsted - there is not very much that the school is not doing - regarding the Cultural element, the school has achieved the EAL Gold Award - the Spiritual element is a 'Wow' experience and is not related to religion Behaviour - the school has individual behavioural outbursts only rarely Data Protection Audit - on 3rd March the school had its Data Protection Officer (DPO) visit (to check that the school is complying with the GDPR (General Data Protection Regulations)); after her visit, the DPO visited the Junior School, who had raised a couple of concerns; some of the initiatives mentioned in the comments had been instigated by Hampshire, and the DPO had not been aware of them as she predominantly works with schools in Wiltshire - the Junior School have now combined their documents and sent them to Paula Bennett, so that Merton Infant can make those documents its own from now on - LJ will circulate the details of the Data Protection Audit report	

	- the school's DPO has retired; both MIS and the Junior School are looking for a replacement DPO who could provide Data Protection services to both schools Mental Health - LJ has attended the Mental Health briefing and the school is now part of the Mental Health Support Team; the school now has an allocated Mental Health Education Practitioner (MHEP) - the school is able to make referrals to the MHEP for low level concerns before making a referral to CAMHS - the school has been sent the necessary information regarding how to make a referral and who the school can make referrals to Q(LD). Advised that a parent has received a letter which expresses concern about a child's attendance and asked if the letter is a standard letter; the child being in YR. A. LJ advised that the letter is a standard letter from the Attendance Legal Intervention Panel and that the school believes that it is important to familiarise the parents, at an early stage, with the procedure for attendance to help prepare them for when their child is in Y1/Y2. The school sends the standard letter to the parents and then invites them to meet with her; at the meeting she explains to the parents the reason for them receiving the letter; the letter is also a way for the school to signpost the parents to any external agencies if they need any external support. LD advised that she believes that the issue that the parents have with the letter is that it mentions the impact that a lack of attendance would have on their child's learning, even though at a recent parents' evening the parents had been advised that their child is exactly where he/she needs to be. LJ asked LD to email her tomorrow with the name of the parent so that she can approach the parent and explain the situation. Q(LS). Asked, regarding the 'Spiritual' element of SMSC, whether the school has had or will be having visits from any religious organisations other than the Christian Church. A. LJ advised that it can be quite difficult to arrange for a representative of some of the other faiths to visit an Infant School, although she believes that it is important for the school to pursue these opportunities. She also advised that for the time being, when the school introduces a 'Language of the Month' it invites a parent and child who speak that language to take that Assembly; the school regards these experiences as appropriate for now. LJ advised the new Living Difference IV states that different faiths/religions are now called traditions.	
10.	Discuss report from LLP (Lead Learning Partner) LJ advised several points as follows: - she had commissioned the LA (Local Authority) to carry out an SEN audit which took place on 16th March and still awaiting the report - on 22nd March the LLP (Lead Learning Partner) visited the school, the outcome of which is summarised in the following bullet points - for the third or fourth year in a row, the school will be considered as a Low Priority as the LLP believes that the leadership team, including the GB, has a good knowledge and understanding of where the school is and how the school has the capacity to maintain and improve current standards and move the school forward - many positive aspects were found, i.e. all the children were engaged and enjoy learning, there was a good mix of adult and child-initiated learning, work was pitched correctly, and behaviour was good; there was one minor incident, with an EHCP Y1 child, which was dealt with very quickly and showed that the behaviour management strategies were implemented effectively The GB then discussed the LLP visit and the outcome, including the verbal feedback that the LLP provided at the end of his visit. Agreed that: LJ will circulate the LLP Report and SEN Audit Report when she has received them. ACTION.	LJ
11.	Discuss GB Membership EM summarised the current state of GB membership, as follows: - JP and SP have joined the GB as newly elected Parent Governors, with the result that all Parent Governor vacancies have been filled - she will continue to seek a nomination of an LA Governor by the local councillor - JB, LD, LS and herself are Co-opted Governors; vacancies exist for 4 more Co-opted Governors - RH is the Staff Governor - she believes that, considering the number of governor vacancies (5) and the current climate, the GB has done quite well in maintaining its numbers	

	LJ advised that it is reassuring for the GB to know that it has the Collaboration Agreement in place with St. Anne's Catholic Primary School should the need be required for an independent Governor to attend any appeals or disciplinary matters.	
12.	Discuss Governor Training LS advised that if the GB is going to undertake WGBT, it should ideally book now; however, there is no training that the GB has not done or that the GB would definitely benefit from. Q. EM asked LJ if it is worth her speaking to the school LLP and asking 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. A. LJ advised that she will speak to the LLP about this. ACTION. A governor suggested that, regarding WGBT, it would be worth looking at training already undertaken as some of the past training was undertaken by the GB some years ago and the training may benefit members that have joined the GB more recently, especially the 2 new governors, as well as potentially benefitting longer-serving governors as refresher training. Agreed that: - GB members will look at the list of training courses in GovernorHub to see if any of the training interests them; this can include any training already undertaken by the GB including Understanding Data, Community Engagement, Ofsted and SEN ACTION LJ suggested that the GB could consider whether to invite Bill James (her husband) to return to the school and carry out some training. A governor advised that she would be happy if the GB decided to invite him back to the school as she had found his previous training very useful. Agreed that: - the GB will 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 ACTION - GP will provide some verbal feedback, on the Mental Health training that he will have undertaken, at the next FGB meeting ACTION. - LS will undertake the training necessary for the role of Safer Recruitment Governor ACTION. GB members advised regarding training that they had undertaken as follows: - GP undertook Ofsted training on 2nd March 2022 - LD had undertaken 2 training courses recently Agreed that: - 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 ACTION LS advised JP and SP that the governor training that they need to focus on at present is the 'Induction for New Governors' training which can be undertaken in person or remotely, and that they can book themselves on the training through GovernorHub.	LJ ALL ALL GP LS ALL
13.	Discuss reports from / review Governor Visits EM advised that she had circulated her report on the November 2021 Governor Monitoring Day. LD advised that although she had carried out a PE visit today, as she also carries out visits to the year groups, she wants her year group visits to all be on the topic of PE, so that she can see the progression; she will therefore visit each year group and include all the feedback in one report after the Easter holidays. Q(GP). Advised that he had not yet visited the school for the purpose of undertaking a Mental Health visit, as he had planned to wait until ZW (the Deputy Headteacher) returns; he asked whether waiting was the best course of action. A. LJ advised that it would be best if he arranged a Mental Health visit during the Summer Term, rather than wait for ZW to return; she also advised that part of the Inclusion and Diversity Survey, which she will circulate to the staff on Monday, also contains some questions on staff well-being. GP advised that he will send LJ some possible dates when he can visit the school.	
14.	Agree that GB Self Evaluation will be carried out during the Governor Monitoring Day in June The GB discussed plans for the Governor Monitoring Day in June.	

	questions consisting of general practice • following the SEN Audit, the advisor advised that the school should have a separate SEN policy under the SEN Code of Practice • she and the Inclusion Manager have been working on the SEN Information Report and the SEN policy, although some elements are repeated within each; the SEN policy is not yet complete Q(EM). Asked whether it is worth carrying out further work on the SEN policy as a Green Paper has been published which may change the situation. A. LJ agreed that it may not be worth completing the SEN policy until she has fully read the Green Paper. Q(EM). Asked what the purpose of the Curriculum Vision Statements is, in terms of adding value. A. LJ advised that there are mixed messages regarding a Teaching & Learning policy, a Curriculum policy, a Subject policy or a Curriculum Vision Statement. In the past, schools produced Subject policies (about 20 pages), although the usefulness of these policies was questioned and schools changed to just producing a Vision. Because of the way that Ofsted are looking at the Curriculum and implementing the “three i’s”, it may be necessary to again look at specific subject policies and use them to supplement the information on the school website. Agreed to approve: • the SEN Information Report, Curriculum Vision Statements and Teaching and Learning policy	
19.	Correspondence EM advised that there is a White Paper for Education and a Green Paper for SEND, and that HGS (Hampshire Governor Services) normally summarise such documents when communicating with governors about such documents.	
20.	Any Other Business EM advised a few points regarding the Governor Newsletter as summarised below: • she wants to try to issue the Governor Newsletter next week; SP and JP have produced governor profiles of themselves • she will include mention of the LLP visit and the SEN Audit • she will also mention that GP will be attending a PACE event and that he is involved in the Mental Health agenda within the school • she will mention the School Council's trip to the Houses of Parliament tomorrow LJ suggested including mention of Reverend Arthur leaving which was agreed. EM advised that she will try to finalise the Newsletter over the weekend, circulate it amongst the governors for comments and then publish it before Easter. ACTION	EM
21.	Date of next FGB Meeting - Thursday 26th May 2022 at 7.00 pm (online via 'Teams')	

The meeting closed at 8.39 pm.

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

Signed _____ Chair Date _____