

Minutes of the virtual Full Governing Body meeting held on Wednesday 1st December 2021

MINUTES

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

The meeting started at 6.00 pm.

		ACTION
1.	Presentation by Literacy Curriculum Manager - RH Q. EM asked how the proposed changes to the Literacy long term plan affect cross-curricular links. A. RH advised that cross-curricular links will still feature heavily during subjects such as history, geography, art and science but by having less of a focus on topic subject knowledge during writing lessons, the children will have less of a cognitive load to contend with and learning can be focused purely on writing skills.	
2.	Welcome and Apologies for Absence Apologies: received and accepted from Gary Pierce (GP).	
3.	Declaration of Pecuniary Interests or Conflicts of Interest Declarations: None.	
4.	Minutes of the meeting held on 21st October 2021 Agreed as a true record.	
5.	Matters Arising 260521_6_2 Check with the local councillor whether she is in possession of a later version of the catchment plan than the school's plan (EM): Completed and Closed. 210721_17 Pass the potential new governor's email address on to LD who can provide the potential new governor with some information about the role of governor at Merton Infant (WR): Completed and Closed. 210721_19 Finish Governor Visit Report before the end of term (LS): ACTION C/F. 211021_9 Produce individual videos of themselves, describing themselves and their role on the GB (governors), with ZW coordinating publication of the governor videos and the governor advert on the school website (ALL/ZW): Completed and Closed. 211021_10 Send EM some text regarding the School Council that can be included in the Newsletter (RH): Completed and Closed. 211021_12 Add a new standing agenda item 'Review Governor Visits' to the draft FGB Annual Planner which is due for review in July 2022, and ensure that this item is included in all future FGB agendas (Clerk): Completed and Closed. 211021_16_1 Include the 'happiness figures' from the various surveys on the front page of the school leaflet, with possibly at least one of these figures on the back page (ZW): Completed and Closed. 211021_16_2 Ring one of the companies that have provided quotes, to find out if the company is able to supply a proof copy of the Joint School Leaflet before the school commits itself to ordering the printed copies (ZW): Completed and Closed. 211021_16_3 Regarding the Joint School Leaflet, make a joint decision with the Preschool and inform ZW as to what has been agreed (LJ): Completed and Closed. 211021_16_4 Deliver approx. 100 – 200 leaflets in the local area (GP): ACTION C/F. 211021_16_5 Deliver leaflets in order to achieve efficient coverage of the local area (ZW and those governors who have offered their help): ACTION C/F.	LS GP ZW/Other

	It was then arranged that the governors will list the areas and businesses that they are about to deliver leaflets to whilst coordinating with each other via JB. ACTION. 211021_21_1 Include details of the sponsorship money raised from the 'Race for Life' in the Newsletter (EM): ACTION C/F. 211021_21_2 Supply EM with a photo of the 'Race for Life' for the Newsletter (RH): Closed.	EM
6.	Report from Resources Committee – any questions for Resources Chair EM asked if there were any questions for LS regarding the 10th November Resources minutes or any other Resources Committee matters. There were no questions.	
7.	Receive Headteacher Written Report - the main change to the Pupil Premium Strategy Statement was brought about by having a Statement of Intent - she has produced a new Policy Review Schedule grouping the policies by key areas, with non-statutory policies being listed in italics; the policies have been grouped by review dates with a view to spreading out the reviews over time - policies in red text are those requiring annual review - she believes that the staff Code of Conduct and the Staff Dress & Appearance documents can probably be combined - new guidance was released by the DfE regarding Covid and the operational management of schools; the guidance advised schools to adopt the wearing of face masks in communal areas, and this has been communicated to staff this week as a result of which the following queries arose – a) the school had planned to go to the choir at Tesco, raising the question of whether the school should take the risk of taking the children on public transport, and she has agreed that the school should proceed cautiously with this initiative; b) there is the question of whether or not to hold the Christmas Play and she is keeping this decision on hold at present with a view to deciding nearer the time, although she will consult with the staff to see if the Christmas Play can be recorded - regarding Covid, she has updated the risk assessments and the visitor risk assessment which have been published on the school website It was then agreed to adopt the new Policy Review Schedule. Q. A governor asked whether a parent who had not had 2 vaccinations would be refused access to the school for the purpose of viewing the Christmas Play if it was held. A. LJ advised that such a parent would be refused access. JB advised that the school's position at present is that if a parent cannot provide proof of double vaccination then the parent will need to show proof of a negative Covid test result carried out earlier that day before they can be granted access to the school to see the Christmas Play; the letter sent to parents regarding the Christmas Play performance had included this information. EM advised that GP had some questions regarding the Pupil Premium, as minuted below. Q. Regarding the Page 2 Intended Outcome table, you mention improvement of Reading and Writing attainment among disadvantaged pupils. The success criteria set out is for 60% of children to meet the Expected Standard in Reading. What is the current percentage and how many children are required to improve to meet the success target? A. You cannot measure the % at Expected Standard at this point in the school year; we measure Phase 1 milestone (i.e. December) at Working Towards Standard as Expected would be at the end of the year. For Disadvantaged pupils – Reading: Year 1 data at WTS = 88% and 37% in Y2 but 40% for PP children. The big discrepancy is that Y2 has more EHCP children than Y1. Writing: Year 1 data at WTS = 63% and 11% in Y2 but 10% for PP children. It is also necessary to remember that Y2 will have bigger gaps in learning as they did not complete some Y2 learning objectives which form part of the Age Related Expectations (ARE). HIAS advised schools to keep autumn learning objectives simple and repetitive. Less is more! Q. On Page 5 you mention that the Total Budget Cost (£72,145) expenditure is always more than we receive. Why? Can anything be done to balance it? A. Most of the PP funding goes on staffing. Q. Regarding the PP Strategic Outcomes table on Page 5, have we previous figures in order to benchmark the figures in the table and ascertain if there is an up or down arrow and visibly articulate the impact? A. The figures would not be comparable to previous data from 2019 due to the impact of COVID-19 and the adjustments to the curriculum made to close any gaps in learning. The figures in that table illustrate that YR are in line with the whole cohort and that Y2 DIS / PP groups surpassed the whole cohort. Y1 achieved less because there are more DIS with SEND than in the other 2 year groups. Q. Regarding Service Pupil Premium funding on Page 5, I'm interested to know if any of the 3 service children in the school are SEN or currently below the age expected standard, in order to establish if the Service PP is being used to support the 3 service children or is being used elsewhere. I would argue that the Service PP funding table does not demonstrate how the service	

	children are being supported; rather, it suggests how they could have supported the service children however it gives the impression that the funding has been used elsewhere. A. Whilst Page 1 details that we currently have 3 Service children, the data on Page 5 is based on last academic year when we had 2 service children. 1/2 Service children was LA and EAL. 1/2 was working within ARE. Service funding, whilst shown as a separate line on the budget tool, the guidance on spending it is down to the school to decide and therefore mainly in the PP pot. If they need support they would be assessed as requiring additional interventions over and above the high quality first teaching approach that all schools implement at first. This would be a different approach if our service children had a high mobility factor.	
8.	Discuss GB Membership EM advised a couple of points of information, summarised as follows: • WR has resigned • regarding the recruitment of new governors, the governor video has been published on the school website and was referred to in the Newsletter; the intention is to highlight the governor video and vacancies at each of the Christmas Play performances As one of the lunchtime supervisors might be interested in becoming a governor, LS volunteered to speak to the lunchtime supervisor and provide any information that the supervisor requires about being a governor and what process needs to be followed if the lunchtime supervisor is interested; this was agreed. ACTION. A governor suggested that it may be worth posting a link to the governor video on Google Classroom; it was generally agreed that this would be beneficial and that RH will post the video. ACTION.	LS RH
9.	Discuss Governor Training LS summarised as follows: • she is currently unable to check GovernorHub for any governors that may have undertaken training recently, as she is awaiting a password reset from Governor Services • from memory, RH has undertaken training and also the GB has received WGBT; in addition, GP and LD have also undertaken training, LD's training having been SEN training • Governor Services will want to know whether the GB would like to select a topic from the Training Programme for its next WGBT session LJ suggested that as SEN is a major focus for the school, this might be a suitable WGBT topic. Agreed that: LS will check for any suitable and worthwhile WGBT topics in GovernorHub. ACTION. EM suggested that if LJ talked to the GB about SEN, this might be of more benefit than one of the Governor Services training courses. Agreed that: LJ will speak to the SEN audit representative, who will be visiting the school in January, to see if they can talk to the GB about SEN at the school. ACTION.	LS LJ
10.	Discuss reports from / review Governor Visits LJ advised that she had received one Governor Visit Report from GP relating to his attendance at a Pupil Progress meeting, although she had not yet received a report from him for his attendance at Governor Monitoring Day; she had also received a Health and Safety Report from JB. RH advised that she had received a Governor Monitoring Day report from GP and will send it to LJ. ACTION. LJ encouraged any governors that had not submitted their Governor Monitoring Day Visit Reports to her to do so fairly soon.	RH
11.	Monitor any parental complaints None.	
12.	Annual Review of Equalities and Inclusion policy Agreed to approve the policy.	
13.	Governor Monitoring Day LJ summarised below: • held on 24th November and attendees found it interesting • she is waiting for the remainder of the Governor Visit Reports relating to the Day to be submitted to her	

	Q. EM asked if there is anything visiting governors, on Governor Monitoring Days, can do to help the school. A. LJ advised that she believes it would help the school if the governors, during their visit, tell the staff that they are visiting what their role is as a governor. RH suggested that when a governor is visiting on Governor Monitoring Day it might be beneficial to hold a business meeting at the start of the visit so that the governor can explain what they want to look at during their visit and reassure the staff that judging the staff's level of teaching is not part of the governor's role. LJ suggested that the governors' visits to the classes could be based upon themes, e.g. include a Safeguarding aspect, a Language Acquisition aspect and a Provision for SEN Children aspect; these themes could be covered in each year group, allowing comparison between year groups.	
14.	Review and Update Governor Action Plan EM advised that the Action Plan was updated last week as a part of the Governor Monitoring Day. Agreed that: All governors will try and 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 meeting. ACTION.	ALL
15.	Premises Update (including Health and Safety) LJ advised that premises-related matters had been included in her HT Report and there was nothing further to report.	
16.	Policy Reviews – Health & Safety (including risk assessments), Freedom of Information Publication Scheme Agreed to approve both policies.	
17.	Report from Pay Committee (if the Pay Committee has met) LJ advised that all salary recommendations were approved by the Pay Committee; all staff have received their salary statements and a copy of the new Pay policy.	
18.	Correspondence None.	
19.	Any Other Business EM advised that as the deadline for school applications is 15th January, ideally the school leaflets need to be delivered before Christmas. LJ advised that JB will be coordinating a travel plan, which will include a column indicating which location each governor will deliver to; the travel plan will be sent to each governor. Agreed that: LJ and JB will consult the catchment plan tomorrow and identify which areas the leaflets should be delivered to. ACTION. LD offered to post a photo of the leaflet on the Facebook page for the estate where she lives; it was agreed that this would be beneficial.	LJ/JB
20.	Date of next FGB meeting The next FGB meeting is scheduled for Wednesday 2nd February 2022 at 6.45 pm (following the Resources meeting); format TBC.	

The meeting closed at 7.18 pm.

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

Signed _____ Chair Date _____